



# Application For Legal Aid

## (Civil)

Tick  or  as appropriate

### Official Use

AN : \_\_\_\_\_  
 AD : \_\_\_\_\_  
 PLAR : \_\_\_\_\_

Legal Aid Department

### PART 1 YOUR PERSONAL PARTICULARS

 As printed on your Hong Kong Identity Card / passport

Mr      Name in Block Letters (Surname First) \_\_\_\_\_  
 Mrs  
 Ms      **TSANG YIN YIN**  
 Miss

Name in Chinese  
 曾燕燕

HKID Card No.     Passport / Travel Document No.  
 H888999      ( 5 )

Date of Birth  
 [0][1] [0][1] [1][9][5][5]  
Day      Month      Year

Marital Status:     Single     Married     Divorced     Widowed     Separated since

[ ][ ] [ ][ ] [ ][ ] [ ][ ]  
Year      Month

Telephone

Home      22334444  
 Office      NIL  
 Mobile      5678 9777  
 Email Address    **tsang@email.com**

Residential Address

[ ][ ][ ][ ] [B] Flat / Room    [ ][ ] 1 Floor    [ ][ ] 8 Block  
**MONG KOK BUILDING** Building / Estate Name  
**NO.1000 MONG KOK ROAD** Street No. and Name  
**MONG KOK** District     H.K.     KLN     N.T.  
**HONG KONG** City / Region / Country

Residence provided by Employer     Yes     No

Residing at the above address since    [9][9] [0][1]  
Year      Month

Correspondence Address (If different from above)

[ ][ ][ ][ ] Flat / Room    [ ][ ] Floor    [ ][ ] Block  
 N/A Building / Estate Name  
 Street No. and Name  
 District     H.K.     KLN     N.T.  
 City / Region / Country

### PART 2 NATURE OF INTENDED APPLICATION TO THE COURT FOR PROCEEDINGS / PROCEEDINGS ALREADY COMMENCED IN COURT

- Divorce
- Enforcement of Maintenance Order
- Variation of Custody Order
- Variation of Maintenance Order
- Judicial Review
- Wages Claim
- Money Disputes
- Land / Property Disputes

- Employees' Compensation and Personal Injuries
- Employees' Compensation
- Personal Injuries
- Medical Negligence
- Professional Negligence

Date of Incident    [ ][ ] [ ][ ] [ ][ ][ ][ ]  
Day      Month      Year

Place of Incident    \_\_\_\_\_

Others \_\_\_\_\_

Opposite Party(ies) (name(s) of person(s) / organisation(s) / company(ies))

1 **CHAN YAU SUM**      2 **NIL**

Court action no(s) should be provided if proceedings have been commenced in court

Court Action No(s)    1 **NIL**      2 **NIL**

If there is insufficient space, please provide extra information in PART 7

Application in a representative or fiduciary capacity as:

- (i) next friend / guardian ad litem of a person under disability (including minors under the age of 18 or mentally incapacitated persons);
- (ii) trustee;
- (iii) personal representative (administrator / executor) of the estate of a deceased person;
- (iv) attorney appointed pursuant to a duly executed power of attorney.

Application in a representative or fiduciary capacity  Yes  No

If yes, provide only the information of the person you are applying for ("relevant person") in the parts below

**PART 3A OCCUPATION (Your occupation or the relevant person's occupation)**

Full-time  Part-time  Casual Worker **Note 1**

Employer's Name / Address / Telephone No.

N/A

Position N/A

Employed since 

Year			Month		

Not Employed

Unemployed  Retired  Student  Housewife

Last Employment N/A

Unemployed / Retired since 

Year			Month		

Monthly Income from Last Employment \$ N/A

Self-employed / Owner of a Business **Note 2**

(Please complete a separate Form B for each business)

Nature of Work / Name of Business N/A

Number of Business(es) N/A

Comprehensive Social Security Assistance (CSSA) Recipient

Please tick at CSSA Recipient.

**PART 3B SPOUSE'S INFORMATION Note 3 (Your spouse or the relevant person's spouse)**

Name in Block Letters (Surname First)

CHAN TAI MAN

Name in Chinese

陳大文

Full-time  Part-time  Casual Worker **Note 1**

Employer's Name / Address / Telephone No.

N/A

Position N/A

Employed since 

Year			Month		

Not Employed

Unemployed  Retired  Student  Housewife

Last Employment N/A

Unemployed / Retired since 

Year			Month		

Self-employed / Owner of a Business **Note 2**

(Please complete a separate Form B for each business)

Nature of Work / Name of Business N/A

Number of Business(es) N/A

**PART 4 INCOME Note 4**

You should make full and frank disclosure of all income earned by YOU AND YOUR SPOUSE/THE RELEVANT PERSON AND HIS/HER SPOUSE in this PART

A  Income from Full-time Employment (per month) **Note 5**

applicant/relevant person \$ N/A spouse \$ N/A

B  Income from Non Full-time, Part-time or Casual Work Employment **Note 6**

applicant/relevant person \$ N/A spouse \$ N/A

C Monthly Average  Allowance  Bonus

- Commission
- Year End Double Pay
- Benefits-in-kind **Note 7**

applicant/relevant person \$ N/A spouse \$ N/A

It includes maintenance payment for yourself and/or your infant child, rent received by you and/or your spouse from subletting, royalty, and income from whatever sources including disability or old age allowance received by you and/or your spouse and regular living expenses / financial assistance provided to you and/or your spouse by other people.

D  Monthly Pension

applicant/relevant person \$ N/A spouse \$ N/A

E  Income from Other Sources **Note 8**

Monthly Contribution from Family Members or Other Sources (Please specify nature)

applicant/relevant person \$ NIL spouse \$ NIL

F  You/your spouse/the relevant person/his or her spouse have/has been receiving

CSSA  Portable Comprehensive Social Security Assistance since 2021.2.1

The amount received last month was \$ 3,129 The CSSA Reference No. is MK-2021-00012

If there is insufficient space, please provide extra information in PART 7

You need not include assets owned by your spouse if your spouse is the opponent in the proceedings to which this application relates or if you and your spouse are divorced or separated because of a break-down in relationship.

**PART 5A ASSETS Note 9**

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

**Money in Bank (Including all Joint Accounts) Note 10**

You should give details of all bank accounts both in and outside Hong Kong (including Mainland China or other countries) including time deposits and deposits in foreign currencies held by you & your spouse.

Name of Bank	A/C Number	Name of A/C Holder(s)	Latest Balance
(1) XX BANK	123456789	TSANG YIN YIN	\$ 3,000
(2) YY BANK (SHENZHEN BRANCH)	234567890	TSANG YIN YIN	\$ RMB 2,000
(3) XX BANK	1357924680	CHAN TAI MAN	\$ 5,000
(4) NIL			
(5) NIL			

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

**Property Owned Note 11**

Address	Property 1		Property 2	
	applicant / relevant person	spouse	applicant / relevant person	spouse
	NIL		NIL	
Name of Owner(s)	NIL		NIL	
Current Market Value	\$ NIL		\$ NIL	
Amount of Outstanding Mortgage	\$ NIL		\$ NIL	
Share of ownership (%)	NIL %	NIL %	NIL %	NIL %
Self-occupied	<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No	

**Main Dwelling Note 12**

If you have indicated that you reside in more than one property, please further indicate which of the properties you reside in is your main dwelling.

**Shares and other Investments**

Name of Shares / Investments	Number of Shares / Investments	Current Total Market Value	Shares Held (%)	
			applicant/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.

It means the maximum amount which you could readily borrow on the security of the life assurance or endowment policies. You may contact your insurance agent or company to find out the amount.

**Life Insurance 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

**Motor Vehicle**

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

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

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(s)	Current Total Market Value
(1) ONE GOLD RING	\$ 8,000
(2) NIL	\$ NIL

**Cash excluding the balance in the above-mentioned bank account(s)** \$ 2,000

If there is insufficient space, please provide extra information in PART 7

Debts Recoverable \$ NIL

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

Estate: Is the applicant/relevant person and/or spouse going to inherit to any estate of the deceased on intestacy or under the provisions of a will?

No  Yes If yes, please provide details in PART 7

Save as disclosed above, is the applicant/relevant person and/or spouse a shareholder/director of any company registered in or outside Hong Kong?

No  Yes Name of Company \_\_\_\_\_

Shares owned No. of Shares \_\_\_\_\_ Value \$ \_\_\_\_\_

Director's Remuneration \$ \_\_\_\_\_

Save as disclosed above, does the applicant/relevant person and/or spouse hold other bank accounts or own other properties or assets in or outside Hong Kong?

No  Yes If yes, please provide details in PART 7

Save as disclosed above, does the applicant/relevant person and/or spouse hold other bank accounts or own other properties or assets jointly with others in or outside Hong Kong?

No  Yes If yes, please provide details in PART 7

You should give details of all bank accounts both in and outside Hong Kong (including Mainland China or other countries) including time deposits and deposits in foreign currencies held by you & your spouse. Please write down "NIL" if there is no such item.

**PART 5B ASSETS HELD IN THE APPLICANT'S/RELEVANT PERSON'S NAME ON BEHALF OF OTHERS**

You should make full and frank disclosure of all assets held by YOU AND YOUR SPOUSE/THE RELEVANT PERSON AND HIS/HER SPOUSE on behalf of others in this PART

**Money in Bank (Including all Joint Accounts) Note 10**

Name of Bank	A/C Number	Name of A/C Holder(s)	Owner of the money	Latest Balance
(1) <u>NIL</u>	<u>NIL</u>	<u>NIL</u>	<u>NIL</u>	\$ <u>NIL</u>
(2) <u>NIL</u>	<u>NIL</u>	<u>NIL</u>	<u>NIL</u>	\$ <u>NIL</u>

**Property**

	Property 1	Property 2
Address	<u>NIL</u>	<u>NIL</u>
Name of Registered Owner(s)	<u>NIL</u>	<u>NIL</u>
Name of Person on whose behalf the property is held	<u>NIL</u>	<u>NIL</u>
Current Market Value	\$ <u>NIL</u>	\$ <u>NIL</u>

**Other Valuable Assets Note 15**

Nature of Asset(s)	Owner of Asset(s)	Current Total Market Value
(1) <u>NIL</u>	<u>NIL</u>	\$ <u>NIL</u>
(2) <u>NIL</u>	<u>NIL</u>	\$ <u>NIL</u>

**PART 5C ASSETS DISPOSED OF PRIOR TO APPLICATION FOR LEGAL AID**

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

1. When did you first become aware that you would have to take or defend the proceedings referred to in Part 2 of this application? / ~~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?~~ 2021.01.05

2. Have you or your spouse (or, to the best of your knowledge and belief, has the relevant person or his/her spouse) transferred, sold, or given any money, property or assets 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) others (including but not limited to gold, jewellery and / or other valuable assets)  Yes  No

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.

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

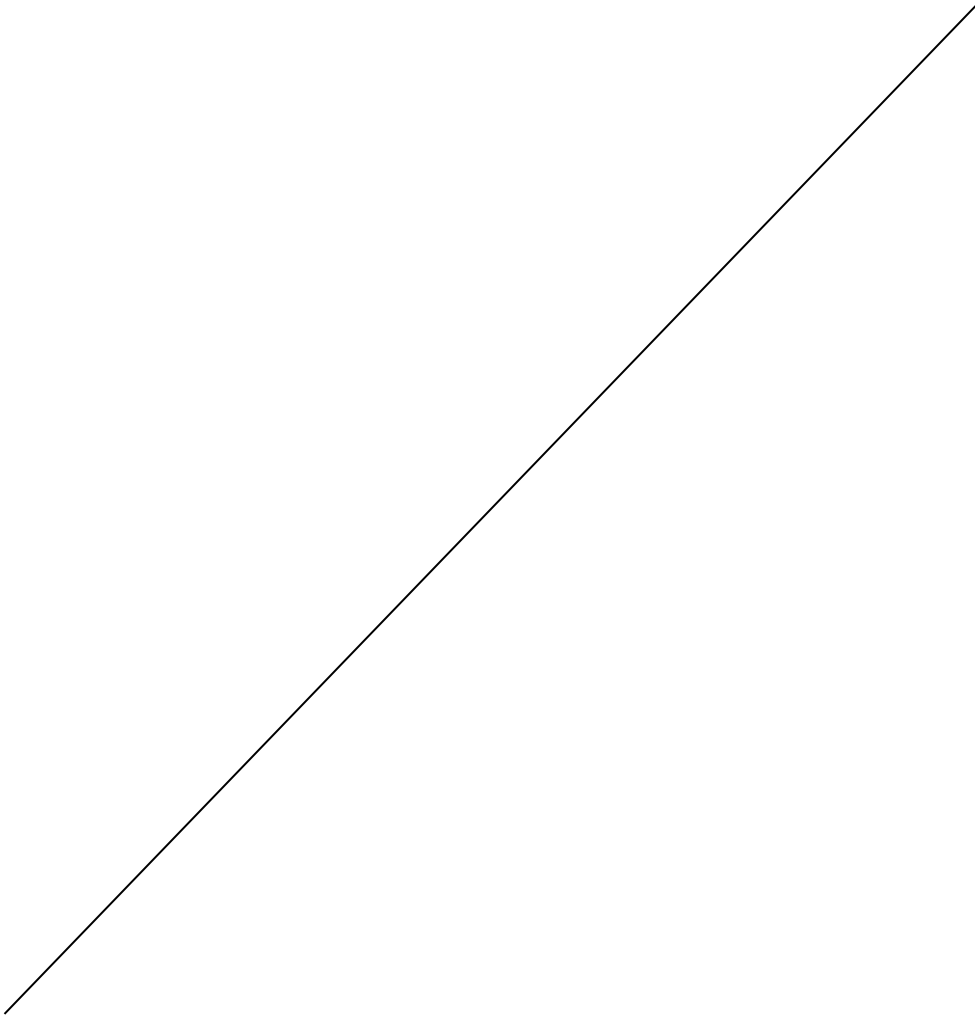
Date	Particulars of Asset(s)	Value/Amount	Person(s) to whom the asset(s) was/were given/transferred
<u>NIL</u>	<u>NIL</u>	\$ <u>NIL</u>	<u>NIL</u>
<u>NIL</u>	<u>NIL</u>	\$ <u>NIL</u>	<u>NIL</u>
<u>NIL</u>	<u>NIL</u>	\$ <u>NIL</u>	<u>NIL</u>

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



**PART 7 EXTRA INFORMATION Note 20**

You could write down in this PART answers to earlier questions if the space provided there is not enough or any other matters which you think are relevant to your financial circumstances or your application with copies of relevant documents attached.



A handwritten signature in black ink, appearing to be 'J. Smith', is written above a horizontal line.

Signature of Applicant

1-5-2021

Date of Submission