



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
 Miss
_____ CHAN TAI MAN _____

Name in Chinese
_____ 陳大文 _____

HKID Card No. Passport / Travel Document No.
_____ K123456 (7) _____

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 _____ 2345 6789 _____
Office _____ 2468 1357 _____
Mobile _____ 9876 5432 _____
Email Address _____ chan@email.com _____

Residential Address
| | | | | B | Flat / Room | | 1 | Floor | | 8 | Block
_____ HONG KONG BUILDING _____ Building / Estate Name
_____ NO.10 TAI WONG ROAD _____ Street No. and Name
_____ CHAI WAN _____ District H.K. KLN N.T.
_____ HONG KONG _____ City / Region / Country
Residence provided by Employer Yes No

Residing at the above address since
| 1 | 9 | | 0 | 1 |
Year Month

Correspondence Address (If different from above)
| | | | | Flat / Room | | | Floor | | | Block
_____ KOWLOON POST BOX NO.1234 _____ Building / Estate Name
_____ _____ Street No. and Name
_____ District H.K. KLN N.T.
_____ HONG KONG _____ 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 | 0 | 2 | | 0 | 5 | | 2 | 0 | 2 | 0 |
Day Month Year

Place of Incident _____ NO. 2000 PRINCE EDWARD ROAD _____

Others _____

Opposite Party(ies) (name(s) of person(s) / organisation(s) / company(ies))
1 XX CONSTRUCTION COMPANY 2 NIL

Court action no(s) should be provided if proceedings have been commenced in court
Court Action No(s) 1 DCEC 1234 / 2021 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.

XX CONSTRUCTION COMPANY
ROOM 1.5/F, TSEUNG KWAN O BUILDING, TSEUNG KWAN O
(TEL.: 2468 1357)

Position ELECTRONIC TECHNICIAN

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

Employed since 2 0 0 5 1 0
Year Month

Not Employed

Unemployed / Retired since
Year Month

Unemployed Retired Student Housewife
Last Employment N/A

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

It includes sole proprietor, business partner and shareholder in a private company. (i.e. if you hold shares of the company or if you run and control the business)

Comprehensive Social Security Assistance (CSSA) Recipient

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

Name in Block Letters (Surname First)

WONG SIU LING

Name in Chinese

黃小玲

You need not complete PART 3B your spouse's information 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.

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

Employer's Name / Address / Telephone No.

YY CLEANING COMPANY

NO.5000 PEAK ROOD, HAPPY VALLEY (TEL. 2456 1234)

Position CLEANER

Employed since 2 0 1 9 1 1
Year Month

Not Employed

Unemployed Retired Student Housewife
Last Employment N/A

Unemployed / Retired since
Month

You need not include the income of 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.

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

You should state the amount of your and/or your 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 6 DEDUCTIBLE ITEMS. Income derived from being the Director of a company should also be included.

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 \$ 12,000 spouse \$ NIL

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

applicant/relevant person \$ 2,400 spouse \$ 5,000

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 your and/or your 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 6 DEDUCTIBLE ITEMS.

C Monthly Average

Allowance
 Commission

Allowance: Monthly \$2,500

Year End Double Pay:

$12,000 \div 12 = \text{Monthly } \$1,000$

applicant/relevant person \$ spouse \$ NIL

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

Year End Double Pay

Benefits-in-kind **Note 7**

D Monthly Pension

applicant/relevant person \$ NIL spouse \$ NIL

E Income from Other Sources **Note 8**

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

applicant/relevant person \$ NIL spouse \$ NIL

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.

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

CSSA Portable Comprehensive Social Security Assistance since NIL
The amount received last month was \$ NIL The CSSA Reference No. is NIL

When calculating the amount of your rental income from subletting, you should deduct the amount of rent paid by you. However, if the subletting is in respect of part of your Self-occupied/main dwelling and the rental income is less than the rent you pay, the net balance should be stated as deduction in item (1) under "Claim for Deduction of Monthly Outgoings in respect of Self-occupied/Main Dwelling" in PART 6 DEDUCTIBLE ITEMS.

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

You need not include the 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	CHAN TAI MAN	\$ 30,000
(2) XX BANK	234567890	WONG SIU LING	\$ 2,000
(3) XX BANK	1357924680	CHAN TAI MAN / WONG SIU LING	\$ 5,000
(4) NIL	NIL	NIL	\$ NIL
(5) NIL			

Property Owned Note 11

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 name 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 1	Property 2
Address	FLAT B, 1/F, BLOCK 8, HONG KONG BUILDING, NO.10 TAI WONG ROAD, CHAI WAN, HONG KONG	FLAT A, 2/F, SHENZHEN BUILDING, NO.2000 QUEEN STREET, SHENZHEN, CHINA
Name of Owner(s)	CHAN TAI MAN / WONG SIU LING	WONG SIU LING
Current Market Value	\$ 4,500,000	\$ RMB 150,000
Amount of Outstanding Mortgage	\$ 1,000,000	\$ NIL
Share of ownership (%)	applicant / relevant person: 50 % spouse: 50 %	applicant / relevant person: 0 % spouse: 100 %
Self-occupied	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Main Dwelling Note 12	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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) AA COMPANY (22288)	500	\$ 15,000	100 %	NIL %
(2) BB COMPANY (33666)	2000	\$ 8,000	NIL %	100 %
(3) NIL	NIL	\$ NIL	NIL %	NIL %

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

Life Insurance or Endowment Policies

Name of Insurance Company	Policy Number	Current Maximum Loan Value Note 13
(1) CC INSURANCE COMPANY	C12345678	\$ 9,000
(2) NIL	NIL	\$ NIL
(3) NIL	NIL	\$ NIL

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

Motor Vehicle

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.

Nature of Use	Vehicle registration mark	Net Value Note 14
(1) Vehicle 1 <input checked="" type="checkbox"/> Self use <input type="checkbox"/> *Business	ZZ1111	\$ 20,000
(2) Vehicle 2 <input type="checkbox"/> Self use <input type="checkbox"/> *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 COIN	\$ 10,000
(2) ONE GOLD WATCH	\$ 20,000

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>XX BANK</u>	<u>8888123456</u>	<u>CHAN TAI MAN</u>	<u>CHAN WING (FATHER)</u>	\$ <u>2,000</u>
(2) <u>NIL</u>	<u>NIL</u>	<u>NIL</u>	<u>NIL</u>	\$ <u>NIL</u>

Property

	Property 1	Property 2
Address	<u>FLAT B, 10/F, NO. 5000 FA YUEN STREET, KOWLOON</u>	<u>NIL</u>
Name of Registered Owner(s)	<u>CHAN TAI MAN</u>	<u>NIL</u>
Name of Person on whose behalf the property is held	<u>CHAN WING (FATHER)</u>	<u>NIL</u>
Current Market Value	\$ <u>450,000</u>	\$ <u>NIL</u>

Other Valuable Assets Note 15

Nature of Asset(s)	Owner of Asset(s)	Current Total Market Value
(1) <u>2000 SHARES OF DDD COMPANY (099999)</u>	<u>CHAN WING (FATHER)</u>	\$ <u>10,000</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?~~ 2021.01.01

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>2021.03.01</u>	<u>CANCELLED MY ACCOUNT IN XX BANK, A/C NO. 654321</u>	\$ <u>20,000</u>	<u>WITHDREW THE MONEY TO PAY TO THE FEE OF XXX SOLICITOR FIRM</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.

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

PART 6 DEDUCTIBLE ITEMS

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

Traffic Accident Victims Assistance payment

Criminal and Law Enforcement Injuries Compensation

Employees' Compensation

Donation or value of gift

Money received under insurance policy

Fill in the total amount received for your sick leaves and which bank account the money was deposited in. Please fill in "NIL" if there is no such item.

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

\$ NIL

\$ NIL

\$ 28,000

\$ NIL

\$ NIL

Where your application relates to a claim for damages arising from personal injury to you and you have 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 you as a result of the injury for a 3-year period from the date of your application. Please fill in "NIL" if there is no such item.

Note 16

The Moneys were deposited in the following bank accounts:

Bank A/C No. XX BANK 123456789

Bank A/C No. NIL

(CSSA recipients do not need to complete the rest of this page. Please go to Part 7)

Particulars of Dependents Note 17

Name	Age	Relationship
(1) <u>WONG SIU LING</u>	<u>50</u>	<u>WIFE</u>
(2) <u>CHAN MING</u>	<u>13</u>	<u>SON</u>
(3) <u>LEE FONG FONG</u>	<u>75</u>	<u>MOTHER-IN-LAW</u>
(4) <u>NIL</u>	<u>NIL</u>	<u>NIL</u>
(5) <u></u>	<u>NIL</u>	<u>NIL</u>
(6) <u></u>	<u>NIL</u>	<u>NIL</u>

You should provide particulars of person who is wholly maintained by you. Please fill in "NIL" if there is no such item.

Claim for Deduction of Monthly Outgoings in respect of Self-occupied Property/Main Dwelling

(1) Rent Mortgage Payment Cost of Living Accommodation Note 18

\$ 9,000

(2) Management Fee

\$ 1,000

(3) Rates and Government Rent

\$ 300

(4) Building Insurance Premium

\$ 100

When you have incurred expenses to provide for the care of a dependant who is an infant or unable to take care of himself by reason of his mental or physical condition during the time that you are at work, such expenses is deductible, if it is reasonable to do so. Please fill in "NIL" if there is no such item.

If you are a householder, you may claim deduction in respect of rent of your main dwelling. However, if you sublet part of your main dwelling, the amount of net rent payable by you shall be claimed as deduction. If you are not a householder, you may claim deduction in respect of cost of living accommodation. Please fill in "NIL" if there is no such item.

Claim for Deduction of Monthly Expenses by the applicant/relevant person and/or his/her spouse for Care of Dependents with Special Needs excluding general living expenses

Infant Dependant Dependant unable to take care of himself/herself by reason of his/her mental or physical condition

\$ NIL

Monthly Contribution to Pension / Retirement Scheme or Mandatory Provident Fund

applicant/relevant person \$ 500

spouse \$ 250

Salaries Tax

applicant/relevant person \$ 100

spouse \$ NIL

Claim for Deduction of Maintenance Paid Note 19

\$ NIL

Deduction may be allowed where payment is actually and reasonably made for the maintenance of your spouse living separate and apart or a former spouse or a child who is not a dependant as stated in PART 6.

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.

1) SINCE 1/2015, I WORKED IN XX CONVENIENCE STORE AS A PART-TIME CASHIER. THE INCOME OF THIS PART-TIME JOB FOR THE PAST 12 MONTHS IS AS BELOW:-

6/2020 \$2,400, 7/2020 \$2,400, 8/2020 \$2,000, 9/2020 \$2,800,
10/2020 \$2,000, 11/2020 \$2,800, 12/2020 \$2,400, 1/2021 \$2,400,
2/2021 \$2,400, 3/2021 \$2,400, 4/2021 \$2,000 AND 5/2021 \$2,800

THE AVERAGE MONTHLY INCOME OF THIS PART-TIME JOB FOR THE PAST 12 MONTHS IS \$2,400.

2) THE INCOME OF THE CASUAL WORKER (POSTING: CLEANER) OF MY WIFE, WONG SIU LING FOR THE PAST 12 MONTHS IS AS BELOW:-

6/2020 \$5,000, 7/2020 \$1,000, 8/2020 \$8,000, 9/2020 \$6,000,
10/2020 \$5,000, 11/2020 \$5,000, 12/2020 \$5,000, 1/2021 \$4,400,
2/2021 \$5,600, 3/2021 \$4,300, 4/2021 \$5,700 AND 5/2021 \$5,000

THE AVERAGE MONTHLY INCOME OF THIS CASUAL WORKER FOR THE PAST 12 MONTHS IS \$5,000.

3) MY ELDER BROTHER (CHAN TAI MING) PASSED AWAY ON 3.1.2021. HE MADE A WILL AND I WILL GET HIS ESTATE AS BELOW:-

(1) \$20,000 OF DEPOSITS IN HIS BANK ACCOUNT AND (2) 2000 SHARES OF XX COMPANY (33777), WHICH THE CURRENT VALUE IS \$10,000.



Signature of Applicant

1-5-2021

Date of Submission