

Application For Legal Aid
(Civil)

Legal Aid Department

Tick ☐ or ☐ as appropriate

Official Use

AN : _____

AD : _____

PLAR : _____

PART 1 YOUR PERSONAL PARTICULARS

- ☒ Mr
☐ Mrs
☐ Ms
☐ Miss

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

CHAN TAI MAN

Name in Chinese

陳大文

☒ HKID Card No. ☐ Passport / Travel Document No.

K123456

(7)

Date of Birth

0 1
Day0 1
Month1 9 7 0
YearMarital Status: ☐ Single ☒ Married ☐ Divorced ☐ Widowed ☐ Separated since _____
Year Month

Telephone

Home

2345 6789

Office

2468 1357

Mobile

9876 5432

Email Address

Residential Address

Flat / Room 4 1 Floor 8 Block

H O N G K O N G B L D G Building / Estate Name

1 0 T A I W O N G R O A D Street No. and Name

C H A I W A N District ☒ H.K. ☐ KLN ☐ N.T.Residing there since 0 3 0 3
Year Month

H O N G K O N G City / Region / Country

Quarters provided by Employer ☐ Yes ☒ NoCorrespondence Address
(If different from above)

Flat / Room Floor Block

H O N G K O N G P O S T Building / Estate Name

B O X N o . 1 0 0 Street No. and Name

District ☒ H.K. ☐ KLN ☐ N.T.

City / Region / Country

PART 2 NATURE OF PROCEEDINGS

- ☐ Divorce Proceedings ☐ Enforcement of Maintenance Order ☐ Variation of Custody Order
☐ Variation of Maintenance Order ☐ Judicial Review ☐ Wages Claim ☐ Money Disputes
☒ Personal Injuries ☐ Medical Negligence ☐ Professional Negligence

Accident Date 0 1 0 1 2 0 0 9
Day Month Year

Accident Place No. 10000 Prince Edward Road

☐ Others _____

Opposite Party(ies) (name(s) of person(s) / organization(s) / company(ies) in the proceedings)

1 XX Management Office Co. Ltd

2 NIL

3 NIL

Court Action No(s) 1 NIL 2 NIL 3 NIL

PART 3A YOUR OCCUPATION

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

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

Position Technician

No. 10000 Prince Edward Road (Tel: 2345 6789)

Employed since 2 0 0 5 0 1
Year Month

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

Position Night time Cleaner

ZZ Cleaning Company Limited

Employed since 2 0 0 6 0 1
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 Person / Owner of a Business **Note 2**
(Please complete a separate Form B for each business)

Number of Business(es) N/A

Nature of Work / Name of Business N/A

It includes sole proprietor, business partner and major shareholder in a private company. (i.e. if you hold 51% or more of the shares of the company or if you run and control the business).

PART 3B YOUR SPOUSE'S INFORMATION **Note 3**

Name in Block Letters (Surname First)
WONG SIU LING

Name in Chinese
黃小玲

You need not include YOUR SPOUSE'S information and income if your spouse is the opponent in the proceedings to which your intended application relates or if you and your spouse are divorced or separated.

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

Position N/A

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

Employed since Year Month

Position Cleaner

XX Company

Employed since 2 0 0 6 0 1
Year Month

No. 5000 Peak Road (Tel: 2468 2468)

☐ Not Employed
☐ Unemployed ☐ Retired ☐ Student ☐ Housewife
Last Employment N/A

Unemployed / Retired since Year Month

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

Number of Business(es) N/A

Nature of Work / Name of Business N/A

PART 4 INCOME **Note 4** You should make full and frank disclosure of all income earned by YOU AND YOUR SPOUSE in this PART

☒ Income from Principle Employment (per month) Self \$ 10,000 Spouse \$ NIL **Note 5**

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.

☒ Income from other Employment (per month) Self \$ 10,000 Spouse \$ 10,000 **Note 6**

Monthly Average ☒ Allowance ☐ Bonus Allowance: \$500/month
☐ Commission Year End Payment: \$10,000 / 12 = \$833.33/month
☒ Year End Payment
☐ Benefits-in-kind **Note 7** Self \$ Spouse \$ NIL

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.

☐ Income from Other Sources **Note 8**

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.

Monthly Pension Self \$ NIL Spouse \$ NIL

Monthly Contribution from Family Members or Other Sources Self \$ 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. 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 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 Main Dwelling" in PART 6 DEDUCTIBLE ITEMS.

PART 5A CAPITAL ASSETS Note 9 You should make full and frank disclosure of all assets owned by **YOU AND YOUR 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 time deposits and deposits in foreign currencies. Please write down "NIL" if you have no such item.

| Name of Bank | A/C Number | A/C Holder's Name | Latest Balance |
|--------------|------------|----------------------------|----------------|
| (1) XX Bank | 123456789 | CHAN Tai Man | \$ 8,000 |
| (2) YY Bank | 234567890 | WONG Siu Ling | \$ 2,000 |
| (3) ZZ Bank | 1357924680 | CHAN Tai Man/WONG Siu Ling | \$ 5,000 |
| (4) NIL | NIL | NIL | \$ NIL |
| (5) NIL | NIL | NIL | \$ 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 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 is (are) director(s) or shareholder(s). Please write down "NIL" if you have no such item.

| | Property 1 | Property 2 |
|--------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------|
| Address | Flat B, 41/F, Block 8, Hong Kong Building No. 10 Tai Wong Road, Chai Wan, HK | Flat G, 50/F, No. 500 Shenzhen Street, Shenzhen, China |
| Name of Owner(s) | CHAN Tai Man / WONG Siu Ling | CHAN Tai Man / WONG Siu Ling |
| Present Market Value | \$ 2,000,000 | \$ RMB 150,000 |
| Amount of Outstanding Mortgage | \$ 1,000,000 | \$ NIL |
| Share Owned (%) | Self 50 % Spouse 50 % | Self 50 % Spouse 50 % |
| Self-occupied | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Main Dwelling Note 12 | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> 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 | Total Present Market Value | Share Owned (%) Self Spouse |
|------------------------------|--------------------------------|----------------------------|--------------------------------|
| (1) (4321) AA Company | 1000 | \$ 10,000 | 100 % NIL % |
| (2) (6543) BB Company | 1000 | \$ 1,000 | 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 fill in "NIL" if you have no such item.

Life Assurance or Endowment Policies

| Name of Insurance Company | Policy Number | Current Maximum Loan Value Note 13 |
|---------------------------|---------------|------------------------------------|
| (1) CC Insurance Co. Ltd. | 123456789 | \$ 5,000 |
| (2) NIL | NIL | \$ NIL |
| (3) NIL | NIL | \$ NIL |

Motor Vehicle

| Nature of Use | Net Value Note 14 |
|-----------------------------------------------------------------------------------------|-------------------|
| (1) Vehicle 1 <input checked="" type="radio"/> Self use <input type="radio"/> *Business | \$ 10,000 |
| (2) Vehicle 2 <input type="radio"/> Self use <input type="radio"/> *Business | \$ NIL |

It refers to the present market value of the car net of any outstanding loan. Please fill in "NIL" if you have no such item.

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

Other Valuable Assets Note 15

| Nature of Asset | Total Present Market Value |
|-----------------|----------------------------|
| (1) Gold | \$ 10,000 |
| (2) Gold watch | \$ 20,000 |

Valuable assets include jewellery, antiques and assets of intangible nature such as goodwill, copyrights, patent and other intellectual properties. Please fill in "NIL" if you have no such item.

Cash (excluding the balance in the above-mentioned bank accounts) \$ 5,000

Debts Recoverable \$ NIL

Please fill in "NIL" if you have no such item.

Are you and/or your 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 _____ Value \$ _____
 Director's Remuneration \$ _____

Do you and/or your 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 7

Do you or your 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 7

PART 5B CAPITAL ASSETS HELD IN YOUR NAME ON BEHALF OF OTHERS

You should make full and frank disclosure of all assets held by **YOU AND YOUR SPOUSE** on behalf of others 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 time deposits and deposits in foreign currencies. Please fill in "NIL" if you have no such item.

| Name of Bank | A/C Number | A/C Holder's Name | Owner of the money | Latest Balance |
|--------------------|------------------|---------------------|--------------------------|-----------------|
| (1) <u>EW BANK</u> | <u>987654321</u> | <u>CHAN Tai Man</u> | <u>CHAN Wah (father)</u> | <u>\$ 3,000</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,</u> <u>Kowloon</u> | <u>NIL</u> |
| Name of Registered Owner(s) | <u>Chan Tai Man / Wong Siu Ling</u> | <u>NIL</u> |
| Name of Person on whose behalf you hold the property | <u>Chan Wah (father)</u> | <u>NIL</u> |
| Present Market Value | <u>\$ 450,000</u> | <u>\$ NIL</u> |

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

Other Valuable Assets Note 15

| Nature of Asset | Owner of the Asset | Total Present Market Value |
|---------------------------------------|--------------------------|----------------------------|
| (1) <u>2000 shares of DDD Company</u> | <u>Chan Wah (father)</u> | <u>\$ 10,000</u> |
| (2) <u>NIL</u> | <u>NIL</u> | <u>\$ NIL</u> |

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

You should make full and frank disclosure of all assets disposed of by **YOU AND YOUR 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?

1st January 2009

2. Have you or your 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 you became aware that you would have to take or defend the proceedings referred to in Part 2 of this application?

- (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 |
|-----------|---------------------------------------------------|----------------|------------------------------------------------------------|
| 17.9.2009 | Cancel my bank account in XX Bank, A/C No. 654321 | \$20,000 | Withdraw the money to pay to XXX & Co. for Solicitor's fee |
| NIL | NIL | \$NIL | NIL |
| NIL | NIL | \$NIL | NIL |

PART 6 DEDUCTIBLE ITEMS

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

- ☐ Traffic Accident Victims Assistance payment \$ NIL
☐ Criminal and Law Enforcement Injuries Compensation \$ NIL
☒ Employees' Compensation \$ 28,000
☐ Donation or value of gift \$ NIL
☐ Moneys received under insurance policy \$ NIL

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

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, deductions 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

Particulars of Dependants Note 17

| Name | Age | Relationship |
|----------------------|------------|---------------|
| (1) <u>CHAN Ming</u> | <u>13</u> | <u>Son</u> |
| (2) <u>WONG Luk</u> | <u>65</u> | <u>Mother</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 you. Dependant: means the person's living is wholly depended on you. If you just contribute part of the person's living expenses, such person would not be considered as your dependant. Please fill in "NIL" if there is no such item.

Claim for Deduction of Monthly Outgoings in respect of Main Dwelling

- ☐ Rent ☒ Mortgage Payment ☐ Cost of Living Accommodation Note 18 \$ 8,000
☐ Management Fee \$ 500
☐ Rates and Government Rent \$ 300
☐ Insurance Premium on dwelling \$ 200

If you are a householder, you may claim deduction in respect of rent or mortgage payment 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.

In normal circumstances, the deductible amount would not be over half of the total income of you. Please fill in "NIL" if there is no such item.

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

Self \$ 500 Spouse \$ 250

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.

Salaries Tax

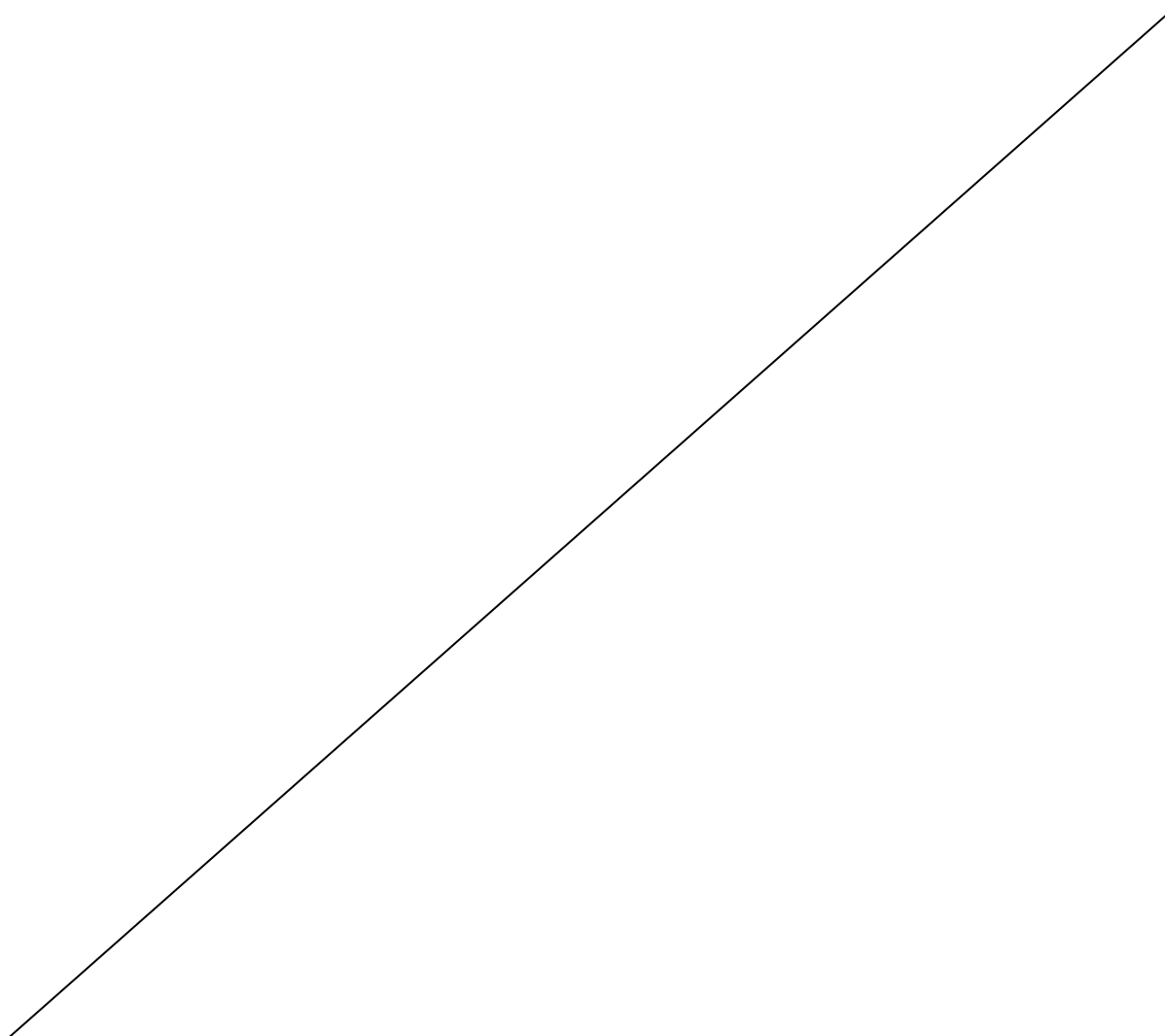
Self \$ NIL Spouse \$ NIL

Claim for Deduction in respect of Maintenance Paid Note 19

\$ NIL

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 6. Please fill in "NIL" if there is no such item.

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.



A handwritten signature in black ink, appearing to be 'J. King'.

Signature of Applicant

29/9/2009

Date of Submission