

**Application for and Undertaking of Receipt of Advance Payment**

To: The Government of the Hong Kong Special Administrative Region  
(Attn: District Officer (Islands))

In consideration of The Government of the Hong Kong Special Administrative Region agreeing to pay to us a sum of \$ \_\_\_\_\_ as advance payment for \_\_\_\_\_(year) to finance the following project:

Project Name and No.: \_\_\_\_\_

Venue: \_\_\_\_\_

Implementation Date/Period: \_\_\_\_\_

we hereby undertake to:

- (i) carry out the above project in accordance with the approved work plan, the implementation date/period and the terms and conditions specified by your office and the condition specified in the application form;
- (ii) clear the advance payment by submitting the certified official receipts<sup>Note</sup> to account for the expenditure incurred as early as practicable;
- (iii) report to your office immediately when there is a substantial change in work schedule or cashflow requirement from the original approved plan which may affect the subsequent payments (including advance payment) to be made to us;
- (iv) submit to your office a completion report and an income and expenditure statement of the project together with supporting receipts<sup>Note</sup>/a report from a certified public accountant (practising)\* within a month after completion of the project or before the date specified by the Islands District Office; and
- (v) return the unspent balance of the advance payment, if any, to the Government immediately.

We agree and accept that should we fail to observe items (i) to (v) set out above, we shall be liable to repay to the Government the full amount of the advance payment of \$ \_\_\_\_\_ immediately. We also understand that our failure to observe items (i) to (v) may result in our future applications for Community Involvement(CI) fund being rejected.

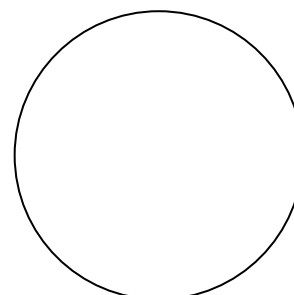
Signature: \_\_\_\_\_

Name of Authorised Person: \_\_\_\_\_

Post: \_\_\_\_\_

Name of Grantee: \_\_\_\_\_

Date: \_\_\_\_\_



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Note: A receipt submitted for reimbursement purposes must bear the date of purchase and full description of the individual expenditure items. Otherwise, supporting documents such as invoices and billing statements showing the aforesaid details are to be submitted to supplement the receipt.

\* Delete as appropriate

### **Purposes of Collection of Personal Information**

1. The personal data provided by means of this form will be used by the Home Affairs Department for the purposes of handling matters relating to the use of CI Fund as well as promoting community involvement activities and public participation in community affairs.

### **Classes of Transferees**

2. The personal data provided by means of this form may be disclosed to government departments and bureaux, relevant persons and organisations for the purpose of paragraph 1.

### **Access to personal data**

3. The responsible officer(s) of the organisation has/have a right of access and correction with respect to personal data as provided for under the Personal Data (Privacy) Ordinance (Cap. 486). The right of access includes the right to obtain a copy of the officer(s)' personal data provided by this form.

### **Enquiries**

4. Enquiries concerning the personal data collected by means of this form, including the access and corrections, should be addressed to:

**Executive Officer (District Council)**

**Islands District Office**

**Telephone No. : 2852 4297/2852 4317**