Guidance Notes for Community Care Fund Medical Assistance Programmes

"Subsidy for Eligible Patients of Hospital Authority to Purchase Specified Implantable Medical Devices for Interventional Procedures"

ATTENTION

Acquiring subsidy under Community Care Fund Medical Assistance Programmes by deception is a Criminal Offence. In addition to the consequence of being ineligible for the subsidy under Community Care Fund Medical Assistance Programmes, the patient / the applicant / the patient's household member(s) shall be liable on conviction upon indictment to imprisonment of 10 years under the Theft Ordinance (Chapter 210 of the Laws of Hong Kong).

Background

1. The objective of the Community Care Fund (CCF) is to provide assistance to people facing economic difficulties, in particular those who fall outside the social safety net or those within the net but have special circumstances that are not covered. In addition, the CCF may consider implementing measures on a pilot basis to help the Government identify those that can be considered for incorporation into its regular assistance and service programmes. In 2011/12, two CCF medical assistance programmes (i.e. the First Phase Programme[1] and the Second Phase Programme[2]) were endorsed by the CCF for implementation in phases. The Hospital Authority (HA) is the implementing agency of the CCF Medical Assistance Programmes under the supervision of the Health Bureau.

2. To allow the CCF to exercise its function to fill the gaps in the existing system and create a pioneering effect, a new CCF medical assistance programme is endorsed by the CCF in 2017/18 to provide subsidy for needy and eligible patients to purchase specified implantable medical devices for interventional procedures. The new programme is named "Subsidy for Eligible Patients of Hospital Authority to Purchase Specified Implantable Medical Devices for Interventional Procedures".

Specified Implantable Medical Devices for Interventional Procedures supported by the Programme

1. Transcatheter Valve Implantation (TVI)
2. Transcatheter Mitral Valve Repair Device
3. Percutaneous Pulmonary Valve Implantation (PPVI)
4. Transcatheter Tricuspid Valve Repair System
5. Extravascular Implantable Cardioverter Defibrillator (EV-ICD)

Eligibility

3. To be eligible for financial assistance, the patient must be HA patient and fulfill all of the following requirements.

(a) Clinical requirement:

The patient's need for the item must be supported by a HA doctor in accordance with the prevailing clinical guidelines of the HA.

(b) Identity requirement:

The patient must be an "Eligible Person" within the meaning of the latest relevant government gazette published under the HA Ordinance.

(c) Financial condition requirement:

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[1] The First Phase Programme, implemented on 1 August 2011, provides financial assistance to HA patients to purchase specified self-financed (SFI) cancer drugs which have not yet been brought into the Samaritan Fund (SF) safety net but have been rapidly accumulating medical scientific evidence and with relatively higher efficacy.

[2] The Second Phase Programme, rolled out on 16 January 2012, aimed to provide subsidy to needy patients who marginally fall outside the SF safety net for the use of specified SFI drugs. It complemented the SF by providing additional subsidy to HA patients by reducing their maximum contribution ratio from 30% to 20% of their household annual disposable financial resources (ADFR) to use the specified SFI drugs supported by the SF. The Second Phase Programme had been approved by the Government for incorporation into the Government's regular assistance programme, i.e. the SF, with effect from 1 September 2012.

Applicants must pass a "household-based" financial assessment conducted by Medical Social Workers (MSWs).

Application

4. The patient can approach the Medical Social Services Units (MSSU) (Appendix 1) during office hours to enquire about the application details. To process the application, the patient must bring along the originals as well as a copy for each of the relevant supporting documents (Appendix 2). Patient under the Comprehensive Social Security Assistance Scheme (CSSA)[3] is also required to put up application via the MSSU. Another person may put up the application on behalf of the patient. For instance, a parent may apply on behalf of his / her child under the age of 18. A person duly authorized by the patient (Appendix 3), or a guardian appointed under the Mental Health Ordinance (Cap.136), or any person (including relative or close friend) may apply as agent of an incapable / incompetent patient.

5. As application processing takes time, the patient / applicant should approach MSWs of respective hospitals / clinics as soon as possible upon referral by attending doctor / healthcare professional. In general, the patient / applicant should submit a completed application form and provide all the

6. required information two weeks prior to the treatment commencement date to allow sufficient time for processing and approval. If the patient / applicant fails to submit the completed application form and provide all the necessary information within 30 calendar days from the date of referral by attending doctor / healthcare professional, the application will be automatically cancelled.

Referral Procedures

7. If the patient is required to purchase the item required in the course of medical treatment, the doctor in charge will inform the patient of the need to pay for the item and the estimated cost involved.

Known CSSA recipients and patients who indicate difficulties in meeting the cost of the items would be referred by doctors to MSWs for assessment of the eligibility for assistance.

Financial Assessment

8. All applications are to be assessed on a household basis, taking into account the income and assets of the patient and his / her family members living under the same roof who have been included in the financial assessment.

9. **The definition of "household",** first is to determine whether the patient is a dependent member of the household or not. A dependent is defined as a person who is unmarried AND either (i) under 18 years old; or (ii) 18-25 years old receiving full-time education. A patient who does not fulfil the above requirements is classified as a non-dependent patient. The following table lists out the definitions of household by patient type:

Patient Type	Household definitions
Dependent patient	The patient, his/her parents[4]/legal guardians, and dependent[5] siblings living under the same roof
Non-dependent patient	If married[6] – the patient, his/her spouse, and dependent[5] children[4] (but not parents/legal guardians or siblings) living under the same roof If unmarried – the patient would be treated as a single person household (irrespective of whether parents/legal guardians or siblings are living under the same roof)

10. When there is other family members who are living with the patient's household and their basic necessity for living is maintained by patient's household (e.g. the family member is an elderly who is dependent on patient's household, or adult with no / low income and unable to sustain independent living; or individual unable to take care of oneself by reason of mental or physical condition, etc.), patient / applicant can include these dependent family members into the means test by providing their income and asset information, and they will be taken into account in the calculation of the Median Monthly Domestic Household Income (MMDHI) by Household Size.

11. MSWs will have discretion to adjust the household size based on their professional judgment on a case-by-case basis in light of special familial factors or circumstances that warrant exceptional consideration[7].

12. The patient's household income includes the actual income received in at least past 6 months[8] not limited to salary, pension, regular financial contributions from children, relatives and/or friends not living together, actual income generated from the assets and / or properties of the patient and his/her core family members living

[3] The application procedures, eligibility and important points to note of CSSA recipients for CCF Medical Assistance Programmes are also applicable for Level 0 Voucher Holders of the Residential Care Service Voucher (RCSV) Scheme for the Elderly.

[4] Legally recognised adoptive parents/children or illegitimate children with proof of parentage are also included.

[5] A dependent is defined as a person who is unmarried AND either (i) under 18 years old; or (ii) 18-25 years old receiving full-time education.

[6] Including patient who is separated, divorced, undergoing legal proceedings to divorce or widowed.

[7] For example, MSWs may exclude a core household member from the financial assessment if he/ she leaves the home temporarily and stays oversea for study/ working holiday etc.

[8] If the patient and his/her core family members remains unemployed for 3 or more consecutive months before application / within validity period with documentary proof, annual income will be considered as nil.

together, other actual income / compensation received on a regular basis, the monthly payout provided under the annuity scheme[9] and insurance policy (regardless of whether the monthly payout could be withdrawn). Financial assistance provided by the HKSAR Government (e.g. Work Incentive Transport Subsidy Scheme, Working Family Allowance Scheme, Allowances under the Social Security Assistance (SSA) scheme such as Normal Disability Allowance, Higher Disability Allowance, Old Age Living Allowance, and Old Age Allowance) and subsidy from the assistance programmes of the Community Care Fund are excluded from the calculation of income.

13. The patient's household assets include savings, investments in stocks and shares, insurance[10] / annuity scheme[10], valuable possessions, properties, lump-sum compensation and other liquidable assets (including those previously held or present owns assets) owned by patient and his/her core family members living together in the past 6 months (at least). The first flat (self-owned or rented) resided in together by the patient's household and the tools of trade owned by the patient's household at the time of application are excluded from the calculation. According to individual case merit, the MSWs may request for other documents listed [refer to Appendix 2] and other relevant documentary proof, and/or information on financial condition for more than past 6 months, and make enquiries on transactions shown in bank statements (such as purpose of individual withdrawal / deposit transaction) and the details of income / expenditure record etc., and/or contact the patient, his/ her family member(s) or related parties for clarification, provision of additional documentary proof / explanation and verification of information when necessary in order to assess and calculate the financial condition of patient's household.

14. In assessing the financial condition of the patient, his / her monthly household income must first fulfil the income limit. MSWs would make reference to the Median Monthly Domestic Household Income (MMDHI) (Table 1) by Household Size based on the General Household Survey (GHS) conducted quarterly by the Census and Statistics Department. The patient's monthly household income must not exceed 1.25 times of the MMDHI corresponding to his / her household size.

Table 1: Median Monthly Domestic Household Income (MMDHI) (as at 2 Sep 2026)

Household Size	MMDHI ^ (HK$) (2nd Quarter 2026)	1.25 times of MMDHI ^ (HK$) (2nd Quarter 2026)
1	11,300	14,125
2	22,900	28,625
3	38,000	47,500
4	53,100	66,375
5 or above	67,700	84,625

^ *The figures are subject to quarterly review.*

Reference: HA Internet website http://www.ha.org.hk

15. After having passed the income limit, if the patient's household assets are equal to or less than two times of the estimated cost / deposit (if applicable) of the item concerned and do not exceed the "maximum allowable asset for granting full subsidy"[11] corresponding to his / her household size (Table 2), he / she would generally receive full assistance from the CCF. If the patient's household assets are equal to or less than two times of the estimated cost / deposit (if applicable) of the item concerned but exceed the "maximum allowable asset for granting full subsidy" corresponding to his / her household size (Table 2) **OR** his / her household assets are above two times but not more than three times of the estimated cost / deposit (if applicable) of the item

[9] Including The Hong Kong Mortgage Corporation Limited Annuity Plan and the other annuity products operated by private sectors. The one-off lump-sum or instalment premium payment placed under annuity scheme would not be counted as asset.

[10]

Insurance type / Annuity Scheme	✓ Items to be counted as assets in the financial assessment
Life insurance / Annuity scheme	✓ **Cash Value** (regardless of whether the policy would be cancelled due to mobilization) ✓ **Dividends** (regardless of whether the policy would be cancelled due to mobilization) ✓ **Other values** that could be mobilized without leading to the cancellation of the policy
Investment-linked insurance	✓ **Policy value** (regardless of whether the policy would be cancelled due to mobilization) ✓ **Other values** that could be mobilized without leading to the cancellation of the policy
Subject to documents submitted by the applicant	

[11] It is set with reference to the prevailing asset limit in assessing eligibilities for applications for the Waiting List of Public Rental Housing (PRH). The level of "maximum allowable asset for granting full subsidy" will be regularly reviewed with reference to the PRH's asset limit which is subject to annual review under an established mechanism.

concerned, he / she is required to contribute to the item cost at a fixed ratio of 25% of the patient's household assets. For patient whose monthly household income is above 1.25 times of the MMDHI corresponding to his / her household size, OR the patient's household assets are above three times of the estimated cost / deposit (if applicable) of the item concerned, no CCF assistance would be provided normally. The extract of the financial assessment criteria of the Programme can be referred to Table 3.

Table 2: Maximum Allowable Asset for Granting Full Subsidy (as at 1 April 2026)

(Applicable to those applications with patient's household assets that are equal to or less than two times of the cost of the item concerned)

Number of Household Member(s) (including the Patient)	Maximum Allowable Asset for Granting Full Subsidy ^ (HK$)
1 Person	295,000
2 Persons	400,000
3 Persons	521,000
4 Persons	608,000
5 Persons	675,000
6 Persons	731,000
7 Persons	781,000
8 Persons	816,000
9 Persons	904,000
10 or more Persons	974,000

^*The figures are subject to annual review.*

Table 3: Financial Assessment Criteria

Patient's monthly household income		Patient's household assets	Patient contribution Ratio
Equal to or less than 1.25 times of the MMDHI corresponding to his / her household size （Table 1）	AND	Equal to or less than two times of the cost of the item concerned and do not exceed the "maximum allowable asset for granting full subsidy" corresponding to his / her household size（Table 2）	0%
	AND	Equal to or less than two times of the cost of the item concerned but exceed the "maximum allowable asset for granting full subsidy" corresponding to his / her household size（Table 2） **OR** Above two times but not more than three times of the cost of the item concerned	25% of patient's household assets
Above 1.25 times of the MMDHI corresponding to his / her household size （Table 1）	OR	Above three times of the cost of the item concerned	Patient is required to pay the total item cost.

16. However, apart from the above criteria, the CCF might consider any special social and financial factors / circumstances faced by the patient on a discretionary basis.

17. Full assistance will be granted to the patient if his / her CSSA[3] status is valid during application submission and during the treatment period of the medical procedure or when the patient acquires the implantable medical devices. If patient's CSSA[3] has been granted after the fund application has been approved, he / she should immediately approach the MSWs for financial re-assessment.

18. Patient/applicant can view the videos on the HA's website (http://www.ha.org.hk) to have a brief understanding towards the application procedures and the post-approval checking process. To be eligible for CCF assistance, the patient / applicant must submit a formal application and fulfil all of the above eligibility criteria including passing the financial assessment conducted by MSWs. The HA Go has built a feature ("MFA App") for patients to self-assess household's financial eligibility preliminarily, view information and receive updates related to their CCF applications, and upload document for the financial assessment upon requests made by MSSU. In addition, when there are any changes in financial status of the patient's household / CSSA status of the patient, the patient / the applicant can utilize the Means Test Calculator function under the MFA App or HA website to check his / her current eligibility. To enjoy the convenience and benefits, patients are encouraged to join the full membership of HA Go.



QR code of Video 1 (Cantonese only): 'Knowing More About Medical Fee Assistance'



QR code of Video 2 (Cantonese only): 'What you need to know about the post-approval checking process'



QR code of Means Test Calculator (can also access via PayHA on HA Go)



HA GO MFA App

Important Points to Note

19. The CCF, if granted, only supports the purchase of essential medical devices and model which can meet the basic medical needs of the patients. Patients / applicants and household members must **provide complete, accurate, up-to-date and true information** to the HA / Social Welfare Department.
20. Under normal circumstances, procedure or acquisition of medical devices should only commence or perform after approval is granted.
21. CCF financial assistance will not cover the cost for procedure or medical device paid by patients prior to approval. It should be noted that approval will not be dated back and **NO REFUND** will be made to patients or applicants for the medical procedure or relevant medical devices purchased or paid prior to the approval date.
22. Patients whose applications have been approved by the CCF have to claim their CCF subsidy eligibility status at hospital Shroff when they settle payment and pay their contribution (if applicable).
23. HA may refuse to consider or reject any application if the declaration and / or the supporting data for assessment are not provided.
24. During the application process, MSWs will request patient / applicant to re-submit all up-to-date information if the supporting document(s) provided is not up-to-date, or the information submitted are required to be updated.
25. Provision of incomplete, inaccurate, not up-to-date or false information by way of declaration or supporting data may result in rejection of the application or the withdrawal of financial assistance (in whole or in part) if approved [12] and / or criminal prosecution. Any paid financial assistance prior to withdrawal shall be recoverable by the CCF (through the HA) as a debt or otherwise repayable on demand and the patient / applicant should undertake to repay to the CCF (through the HA) the paid financial assistance.
26. The Applications may be cancelled under certain circumstances:
    (a) For non-drug items, approved application expired more than 6 months with no subsidy used
    (b) During the application process, change in patient's clinical condition or other factors that make the clinical eligibility for funding application cannot be met
    (c) During the application process, change in patient's clinical condition or other factors that result in change in the recommendation (under this circumstance, clinical department will create a new funding application to replace the cancelled application)
    (d) During the application process, the concerned non-drug item becomes covered by standard fees and charges
    (e) During the application process, the concerned non-drug item is to be repositioned from the coverage of the Community Care Fund (CCF) Medical Assistance Programmes to the Samaritan Fund (SF). Under this circumstance, the CCF application will be cancelled automatically and to be replaced by a new SF application. The application process will not be affected
    (f) During the application process or upon approval of funding subsidy, the funding subsidy is considered not required and the subsidy provided (if any) has been returned.
27. If the **financial status / composition of the patient's household / CSSA status of the patient changes** after the submission of the application or the provision of declaration, and before the medical procedure or prior to the purchase of relevant medical devices, which would affect the patient's eligibility for financial assistance under the CCF Medical Assistance Programmes, the patient must **notify the HA immediately** and provide all relevant information to MSWs for financial reassessment[13] as appropriate. Information includes but not limited to:
    (a) Change of employment status (including being employed, self-employed, change of job / resigning etc.)
    (b) Change of income (monthly income / bonus / end of year payment / pension, or changes of amount to the

[12] Including the MSWs' discretionary consideration on the special social and financial factors / circumstances which was based on the declaration or supporting data provided by patient household/ applicant at the time of application, maybe withdrawn due to provision of incomplete, inaccurate, not up-to-date or false information of patient's household / applicant.

[13] In general, financial re-assessment will be based on the eligibility criteria adopted under the original application.

aforementioned items etc.)

(c) Change of sources of financial resources (e.g. maintenance paid / financial contribution from family and friends / monthly compensation / compensation received on a regular basis, or changes of amount to the aforementioned items etc.)

(d) Change of family situation (e.g. change of number of family members living under the same roof, marital status etc.)

(e) Change of assets (e.g. receipt of insurance compensation, changes of amount to bank accounts or other investment products etc.)

28. The HA may withdraw and/or vary the terms and conditions of any financial assistance (in whole or in part) in the event of any such change. The patient's failure to notify the HA of his / her change of financial status / household composition / CSSA status may result in rejection of the application or withdrawal of approved financial assistance (in whole or in part) and / or criminal prosecution. Any paid financial assistance prior to withdrawal shall be recoverable by the CCF (through the HA) as a debt or otherwise repayable on demand and the patient / applicant should undertake to repay to the CCF (through the HA) the paid financial assistance.

29. The HA has a **Post Approval Checking Mechanism** in place, which regularly conducts checks on the approved applications.

30. If there is overpayment of subsidies caused by calculation, assessment or administrative errors, the patient is required to refund the overpaid amount to the CCF (through the HA) immediately and, if necessary, adjust or forfeit the amount that may be payable.

31. If patient / applicant disagrees with the application result / the result of the Post-Approval Check, he / she has to lodge an appeal within four weeks after received the notification of the application / checking result by HA / the issue date of notification letter of application / checking result (if applicable). Related enquiries can be made to the Patient Relations Officer of the concerned hospital.

32. If patient / applicant disagrees with the result of the Post-Approval Check, he / she has to lodge an appeal within four weeks after received the notification of the checking result by HA / the issuance date of notification letter of checking result (if applicable). Related enquiries can be made to the Patient Relations Officer of the concerned hospital.

33. When you provide Personal Data to the HA in relation to your application, please make sure that such data is accurate and complete; failure to provide accurate / complete information may affect your application. Please refer to "Notice to Client" prepared for the CCF Medical Assistance Programmes on collection and transfer of personal data before providing your personal data to the HA.

34. The HA may without notice vary or amend any item in this guidance notes, and the latest version of this "Guidance Notes for Community Care Fund Medical Assistance Programmes "Subsidy for Eligible Patients of Hospital Authority to Purchase Specified Implantable Medical Devices for Interventional Procedures" shall prevail.

Hospital Authority
September 2026

Addresses and telephone no. of Medical Social Services Units

Hospital	Address	Telephone
Alice Ho Miu Ling Nethersole Hospital	11 Chuen On Road, Tai Po, NT	2689 2020
Bradbury Hospice	17 A Kung Kok Shan Road, Shatin, NT	2645 8832
Cheshire Home, Chung Hom Kok	2/F, New Home, 128 Chung Hom Kok Road, HK	2899 1391
Cheshire Home, Shatin	30 A Kung Kok Shan Road, Shatin, NT	2636 7269
Caritas Medical Centre	2/F Wai Ming Block, 111 Wing Hong Street, Shamshuipo, KLN	3408 7709
The Duchess of Kent Children's Hospital at Sandy Bay	12 Sandy Bay Road, Pokfulam, HK	2974 0259
TWGHs Fung Yiu King Hospital	9 Sandy Bay Road, Pokfulam, HK	2855 6236
Grantham Hospital	125 Wong Chuk Hang Road, Aberdeen, HK	2518 2678
Haven of Hope Hospital	8 Haven of Hope Road, Tseung Kwan O, KLN	2703 8227
Hong Kong Buddhist Hospital	10 Heng Lam Street, Lok Fu, KLN	2339 6253
Hong Kong Children Hospital	2/F, Tower A, Hong Kong Children’s Hospital, 1 Shing Cheong Road, KLN	3513 3415
Hong Kong Eye Hospital	G/F, 147K, Argyle Street, KLN	2762 3069
Kowloon Hospital	2/F, Kowloon Hospital Main Building, 147A Argyle Street, KLN	3129 6193
	M/F, Kowloon Hospital Rehabilitation Building, 147A Argyle Street, KLN	3129 7857
Kwong Wah Hospital	25 Waterloo Road, KLN	3517 2900
MacLehose Medical Rehabilitation Centre	7 Sha Wan Drive, Pokfulam, HK	2872 7176
North District Hospital	1/F, North District Hospital, 9 Po Kin Road, Sheung Shui, NT	2683 7750
North Lantau Hospital	2/F, North Lantau Hospital, 8 Chung Yan Road, Tung Chung, Lantau Island, NT	3467 7273
Our Lady of Maryknoll Hospital	118 Shatin Pass Road, Wong Tai Sin, KLN	2354 2285
Princess Margaret Hospital	Room 201-203, 2/F, Block G, Princess Margaret Hospital, 2-10 Princess Margaret Hospital Road, Kwai Chung, NT	2990 3130
Pok Oi Hospital	1/F, Pok Oi Hospital, Au Tau, Yuen Long , NT	2486 8140 / 2486 8141
Prince of Wales Hospital	2/F, Day Treament Block and Children Wards, Prince of Wales Hospital, 30-32 Ngan Shing Street,Shatin, NT	3505 2400
Pamela Youde Nethersole Eastern Hospital	Room 081, 1/F, Main Block, Pamela Youde Nethersole Eastern Hospital, 3 Lok Man Road, Chai Wan, HK	2595 6262
Queen Elizabeth Hospital	30 Gascoigne Road, KLN Main Office: (for patients of other clinical departments) Room G09, G/F, Block E	3506 7021 / 3506 7027
	Clinical Oncology Sub-Office: (for patients of Clinical Oncology Department) Room 613, 6/F, Block R	3506 5499
Queen Mary Hospital	J122, 1/F, Block J, Queen Mary Hospital, 102 Pokfulam Road, HK	2255 3762 / 2255 3764
Ruttonjee & Tang Shiu Kin Hospitals	LG 1, Main Building, 266 Queen's Road East, Wan Chai, HK	2291 1065
Shatin Hospital	1/F, Shatin Hospital, 33 A Kung Kok Street, Shatin, NT	3919 7521
Tseung Kwan O Hospital	1/F, Main Block, Tseung Kwan O Hospital, 2 Po Ning Lane, Hang Hau, Tseung Kwan O, KLN	2208 0335 / 2208 0327
Tuen Mun Hospital	G/F, Special Block, Tuen Mun Hospital, Tsing Chung Koon Road, Tuen Mun, NT	2468 5330
Tai Po Hospital	G/F, Wing D, Tai Po Hospital, 9 Chuen On Road, Tai Po, NT	2607 6304
Tin Shui Wai Hospital	4/F, Tin Shui Wai Hospital, 11 Tin Tan Street, Tin Shui Wai, NT	3513 5391
Tung Wah Hospital	Room 106, Centenary Building, Tung Wah Hospital, 12 Po Yan Street, Sheung Wan, HK	2589 8336
Tung Wah Eastern Hospital	19 Eastern Hospital Road, Causeway Bay, HK	2162 6413
United Christian Hospital	130 Hip Wo Street, Kwun Tong, KLN	3949 4086
Wong Chuk Hang Hospital	G/F, Wong Chuk Hang Hospital, 2 Wong Chuk Hang Path, Wong Chuk Hang, HK	2873 7201
TWGHs Wong Tai Sin Hospital	124 Shatin Pass Road, KLN	3517 3665
Yan Chai Hospital	7-11 Yan Chai Street, Tsuen Wan, NT	2417 8211

List of documents to be submitted for application (Both originals and photocopies)

I. Proof of identity of patient / applicant (HKID Card / Passport / Travel document)

II. Proof of identity of all family members living under the same roof who have been included in financial assessment

III. Documents for financial assessment

(a) **Proof of household income** from the patient and all family members living under the same roof who have been included in financial assessment

- Employed persons:
  Bank passbooks, bank statements, salary statement, documents issued by employers for proving their income, Mandatory Provident Fund (MPF) Scheme pay records, tax return statement or the notice of assessment, and other documentary proof of income (e.g. bonus / allowance / commission / part-time income / lump sum gratuity / monthly pension, etc.) for the at least past 6 months
- Self-employed / business operators:
  Profit & Loss Account, Tax return statement, income declaration, other proof of income
- Unemployed persons:
  Documentary proof of unemployment (e.g. termination letter, notification by an employer to an employee who is about to cease to be employed, medical proof, proof of enrollment in a full-time programme for study, proof of looking for jobs, etc.)
- Other income:
  Contribution (e.g. family / living expenses given / fees paid for family member by relative(s) and friend(s) not residing with the family), maintenance payments, rental income from e.g. property / land / carpark / vehicle / vessel, the regular payout provided under the reverse mortgage / annuity scheme / insurance policy (regardless of whether the monthly payout could be withdrawn), etc.

(b) **Proof of household capital asset** held or owned by patient and all family members living under the same roof who have been included in financial assessment, including all assets under their name regardless of being individually or jointly held, in Hong Kong or outside Hong Kong

- Bank passbooks, bank statements, bank record of active / inactive / closed accounts for the at least past 6 months relating to all the individual and joint accounts[1] including saving deposit, time deposit, club deposits, foreign currency deposit, investment, shares and securities services, current account, integrated account, Jockey Club betting account, etc.;
- Documentary proof of Self-employed/ business operators, e.g. Business Registration Certificate, balance sheet, company account statements, etc.;
- Documentary proof of annuity scheme / insurance policies with investment or saving element (e.g. investment-linked insurance policies, life insurance and annuity scheme), such as monthly statement or annual report;
- Documentary evidence of stock, shares, warrants, funds, bonds and other investments owned;
- Documents proof of the ownership of the properties (including properties under reverse mortgage) / land/ parking spaces, e.g. Demand Notes for Rates, Demand Notes for Government Rent, mortgage repayment schedule, etc.;
- Screenshot of e-wallet account no., transaction records for the past 6 months and balance (e.g. PayMe / Alipay HK / We Chat Pay)
- Asset held in trust of others / Asset entrusted to others / Other assets (e.g. cheques in transit)

Note:

1. For household and core family member definitions, please refer to the relevant part under Financial Assessment provided in Annex 6 Guidance Notes for Community Care Fund Medical Assistance Programmes "Subsidy for Eligible Patients of Hospital Authority to Purchase Specified Implantable Medical Devices for Interventional Procedures".
2. MSWs will make reference to the information on financial condition of at least the past 6 months of patient and core family members living together to assess the eligibility of medical assistance. The documents listed above only serve as reference. MSWs may request for relevant documents other than those listed above, make enquiries on transactions such as purpose of individual withdrawal / deposit and detail of income / expenditure record, and/or contact the patient's family member(s) for clarification and verification of information when necessary in order to assess the financial condition of patient's family.
3. During the application process, MSWs will request patient / applicant to re-submit all up-to-date information if the supporting document(s) provided is not up-to-date, or the information submitted are required to be updated.
4. If the applicant authorized by patient for handling the application could not present original copy of identity document(s) of the patient / core family members living together, MSWs may consider to accept the copy of identity document(s) for application purpose, except situations where the original copy of identity document(s) of the patient /core family members living together must be provided for verification of identity with other Department during the application.

[1] In general, the balance in the joint account is equally divided among the account holders, unless documentary proof is provided on the division of assets.

5. As application processing takes time, in general, the patient / applicant should submit a completed application form and provide all the required information two weeks prior to the treatment commencement date to allow sufficient time for processing and approval. If the patient / applicant fails to submit the completed application form and provide all the necessary information within 30 calendar days from the date of referral by attending doctor / healthcare professional, the application will be automatically cancelled.

CONFIDENTIAL **Appendix 3**

Authorization Letter
Application for Community Care Fund Medical Assistance Programmes
"Subsidy for Eligible Patients of Hospital Authority to Purchase Specified Implantable Medical Devices for Interventional Procedures"

I, _____ (Name of the patient), holder of Hong Kong Identity Card No. _____, am living at _____ _____ (Address) and duly authorize *☐ Ms. / ☐ Mr. _____ (Name of Agent) (Relationship: _____), holder of Identity Card No. _____ who is living at _____ (Address) to apply for the Community Care Fund Medical Assistance Programmes "Subsidy for Eligible Patients of Hospital Authority to Purchase Specified Implantable Medical Devices for Interventional Procedures" in the Hospital Authority on behalf of me.

Signature of patient^: _____

Name of patient: _____

Date: _____

* Please ☑ as appropriate.

^ The signature should be identical to the specimen signature preserved by bank.