



About Cheng Hong Welfare Service Society (CHWSS) 关于众弘福利协会		
<p>Cheng Hong Welfare Service Society is a registered charity established in 2004. The objective of the charity is to relieve the poor, the disadvantaged and distressed, without discrimination as to race, language or religion, in accordance with the Sacred Teachings of Buddhist Grand Master Song Dafeng. The charity offers numerous programmes and services to the less privileged, to improve the overall well-being of these individuals, as well as to support the growth of our community.</p> <p>众弘福利协会是一家本地慈善机构。创立于 2004 年，协会秉持着宋大峰祖师教诲，不分种族，言语或宗教，救济有需要及贫困人士。协会提供一系列活动及服务来帮助有需要人士，减轻受益者的负担，并支持社区的成长。</p>		
Objective of Bursary 助学金的宗旨		
<p>To help needy students cope with schooling expenses. 协助低收入家庭的学生应付上学的开支。</p>		
Information & Instructions 申请须知		
<p><b>Who can apply</b> 申请条件</p>	<ul style="list-style-type: none"> <li>• Applicant must be a <b>Singapore Citizen</b> or <b>Permanent Resident</b>.</li> <li>• Applicant must be studying in a school in Singapore.</li> <li>• Applicant must be of good conduct and character.</li> <li>• Applicant must <b>pass</b> their examinations.</li> <li>• Applicant's gross monthly household income (before CPF contribution) must not exceed <b>\$3,200</b>, OR Per Capita Income (before CPF contribution) must not exceed <b>\$800</b>.</li> <li>• Only a maximum of <b>2 applicants</b> per household are allowed.</li> </ul>	<ul style="list-style-type: none"> <li>• 申请者必须是<b>新加坡公民或永久居民</b>。</li> <li>• 申请人必须是在新加坡的学校就读。</li> <li>• 申请人必须具有良好的品性和行为。</li> <li>• 申请人必须<b>通过</b>他们的考试。</li> <li>• 申请人的家庭总月入在 <b>\$3,200</b> (扣除公积金前) 及以下, 或人均收入 <b>\$800</b> (扣除公积金前) 及以下。</li> <li>• 每个家庭也只限最多<b>两位</b>申请者。</li> </ul>
<p><b>Closing date for application</b> 申请截止日期</p>	<p><b>17 December 2021</b></p>	<p><b>2021 年 12 月 17 日</b></p>
<p><b>Bursary quantum</b> 助学金额</p>	<p>Primary School \$ 200.00 Secondary School \$ 300.00 I.T.E. \$ 400.00 J.C. / Polytechnic \$ 600.00</p>	<p>小学 \$ 200.00 中学 \$ 300.00 工艺教育学院 \$ 400.00 初级学院/理工学院 \$ 600.00</p>
<p><b>Disbursement of Bursary</b> 发放助学金</p>	<p style="text-align: center;"><b>Disbursed via GIRO only</b></p> <p>It is <b>compulsory</b> for successful applicants to attend the presentation ceremony on <b>15 January 2022</b>.</p> <p>Award recipients who <b>DID NOT</b> fulfill following criteria will be <b>denied entry</b>:</p> <ol style="list-style-type: none"> <li>1. Punctual for ceremony</li> <li>2. Properly attired in school uniforms and covered school shoes</li> <li>3. For graduands and Polytechnic students – Proper shirt, long pants or skirt and covered shoes.</li> </ol> <p>Award recipient(s) who failed to attend ceremony without valid reason (e.g. medical reasons), the bursary will be forfeited.</p>	<p style="text-align: center;"><b>只通过银行转账发放</b></p> <p>成功申请者必须出席于 <b>2022 年 1 月 15 日</b> 的颁奖典礼。</p> <p>若奖得主并<b>无符合</b>以下条件将被<b>拒绝进入</b>:</p> <ol style="list-style-type: none"> <li>1. 准时参与颁奖典礼</li> <li>2. 适当穿校服和校鞋</li> <li>3. 毕业生和理工学院学生必须穿衬衫、裤子或裙子和包鞋。</li> </ol> <p>若奖得主没有合理的理由 (例如: 生病) 而不能出席颁奖典礼, 助学金将被视为被自动放弃。</p>

## Application & Processing 申请和审理

<p><b>Application</b></p> <ul style="list-style-type: none"> <li>❖ Applicant should complete the details truthfully and thoroughly.</li> <li>❖ Completed Application form with required documents should be mailed / submitted to <b>Cheng Hong Welfare Service Society office</b> <b>(Blk 12, Eunus Crescent, #01-2767, S400012)</b> before the closing date as indicated. For required documents, please refer to Page 2 &amp; 3.</li> <li>❖ Late application may not be processed.</li> </ul>	<p><b>申请</b></p> <ul style="list-style-type: none"> <li>❖ 每一位申请者必须把个人资料据实填写完整。</li> <li>❖ 填写好的表格和所需要的文件副本，必须在截止日期前寄交或呈交到： <b>众弘福利协会办公室</b> <b>(Blk 12, Eunus Crescent, #01-2767, S400012)</b> 所需要的各种文件副本，请参阅第二页和三页的附表。</li> <li>❖ 截止日期之后才接到的申请将不受理。</li> </ul>
<p><b>Processing</b></p> <ul style="list-style-type: none"> <li>❖ CHWSS will process and consider all applications.</li> <li>❖ Meeting the eligibility criteria does not guarantee the award of the bursary.</li> <li>❖ CHWSS reserves the rights to: <ul style="list-style-type: none"> <li>➢ Reject application which does not meet the eligibility criteria and/or is incomplete.</li> <li>➢ Reject application which we receive after the closing date.</li> <li>➢ Request for additional supporting documents.</li> <li>➢ Reject application or demand for a full refund of disbursed bursary if information provided by applicants are subsequently found to be untrue or willfully suppressed.</li> </ul> </li> <li>❖ CHWSS's decision on the application shall be final.</li> <li>❖ CHWSS will only notify successful applicant in writing.</li> </ul>	<p><b>审理</b></p> <ul style="list-style-type: none"> <li>❖ 每一份申请表格都将经过严格审查。</li> <li>❖ 符合申请资格不等于申请一定获得批准。</li> <li>❖ 众弘福利协会保留以下权利： <ul style="list-style-type: none"> <li>➢ 拒绝审理不符合条例和不完整的申请表格。</li> <li>➢ 拒绝处理在申请截止日期之后才收到的申请表格。</li> <li>➢ 若有需要，要求额外文件。</li> <li>➢ 不处理没有据实填写家庭收入资料或刻意隐瞒资料的申请；即使是事后才被揭发，也将追讨回已经发放的助学金。</li> </ul> </li> <li>❖ 众弘福利协会的审批结果将是最后决定。</li> <li>❖ 只有成功申请者将收到书面通知。</li> </ul>
<p><b>*CHWSS Office Hours</b> Monday to Friday: 9am – 6pm Contact No.: 6748 2948</p>	<p><b>*众弘福利协会办公时间</b> 星期一至星期五： 9am – 6pm 电话号码： 6748 2948</p>

## Supporting Documents Required 所需文件

Supporting documents must not omit any information or be altered from the original  
提交的文件副本必须与原件一致，不得遗漏任何信息，也不能对文件内容作任何修改

1. Birth Certificate / NRIC (to photocopy both sides, where applicable) 出生证 / 居民证 (复印双面，如适用)						
Birth Certificate (BC) / NRIC / Certificate of Singapore Citizenship / Re-entry permits / Visit Pass of all family members whose details are included in this application 表格上所填写的每一位家庭成员的出生证 / 居民证 / 新加坡公民证书 / 永久居民入境准证 / 探访准证						
2. Income Documents 收入证明文件						
Types of Income Document Required 所需的收入证明文件		Job Nature 工作性质				Unemployed 无业
		Under Company Employment	Self-employed / Freelance employment / Odd-Job Worker	Commission-based (E.g.: Property / Insurance Agent / Financial Planner)	Private Hire Driver	Family members aged 18 - 68 (except full-time students aged 25 and below)
		受聘员工	自雇人士/自由业者/散工	佣金制 (如房屋中介/保险从业员/财务规划员)	私召车司机	18 - 67 岁的家庭成员 (25 岁以下的全职学生除外)
CPF Contribution History for the last 12 months	最近 12 个月的公积金缴交记录	✓	✓	✓	✓	✓

Latest 3 months' payslips *Newly employed worker to submit Letter of Employment	最近 3 个月的薪金单 *新受聘员工须呈交受聘书	✓				
Latest IRAS Notice of Assessment/Form B Consolidation Statement/Form C-S/ C Statement / "No Filing of Income Tax return" Notice	最新的估税通知书/ 表格 B-总税务单/表格 C-S/C 税务单/无须报税通知书		✓	✓	✓	
Latest 12 months' commission statement	最近 12 个月的佣金 结单			✓		
Latest 3 months' weekly pay statement	最近 3 个月的每周收入 结单				✓	

### 3. Documents to be submitted by applicant 申请者必须呈交的文件

Documents Required 所需的文件		2022 Pri 1 小一	2022 Sec 1 and Sec 5 中一和中五	Other primary and secondary levels, including special education (SPED) schools 其他小学, 中学年纪和特别教育学校
A copy of payee's bank account statement details for GIRO payment to successful applicants.  Required details are name of bank, payee's name, account no., bank code and branch code.	银行转账户口资料副本, 以便通过电子转账给得奖者辅助金。  需要的资料有所属银行、户口持有人姓名、户口号码、银行代码和分行代码。	✓	✓	✓
School admission letter	学校录取文件	✓		
2021 end-year result slip (with conduct and attendance record) / Progress Report (only for SPED school students)  Students without 2021 year-end result slips should submit the 2021 mid-year result slip instead.	2021 年尾学校成绩单 (必须印有品行评级和出席率) / 进度报告 (特别教育学校学生适用)  如无法呈交 2021 年尾学校成绩单, 必呈交 2021 年中学校成绩单 取代。			✓
PSLE result slip and school posting notice (Sec 1 in 2022) / GCE N-Level result slip (Sec 5 in 2022)	小六会考成绩和中学分配通知 (2022 年晋升中一) / N 水准会考成绩单 (2022 年晋升中五)		✓	

### 4. Other Document (if applicable) / 其他的文件(如适用)

<ul style="list-style-type: none"> <li>❖ Death certificate</li> <li>❖ Final Judgement (with details on custody, care and control, and maintenance)</li> <li>❖ Copy of prison visit card / Notification from Singapore Prison Service</li> <li>❖ Medical documents</li> <li>❖ Letter of retrenchment / termination</li> </ul>	<ul style="list-style-type: none"> <li>❖ 死亡证书</li> <li>❖ 离婚判决书 (包括孩子抚养权及赡养费详情)</li> <li>❖ 监狱探访卡/入狱通知书</li> <li>❖ 医疗/医药证件</li> <li>❖ 裁员/解雇通知书</li> </ul>
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**Applicant's Particulars 申请者资料**

Name 姓名 (as in BC/NRIC 以出生证上的英文为准)			Chinese Name (if any) 中文名		
BC / NRIC No. 居民证号码	Date of Birth 出生日期	<input type="checkbox"/> Male 男 <input type="checkbox"/> Female 女		Race 种族	
Home Address 住家地址				Postal Code 邮区	
Contact No. 联络号码	Parent/Guardian's Contact No. 家长/监护人联络号码		Student's Email 学生电邮地址		
School 就读学校 (2022) - Please write in full 请注明英文校名			Level 年级 (2022)		
Are you currently in receipt of any other bursary / study grant for 2022? 你目前是否有收到其它 2022 年的助学金/学习津贴?					
<input type="checkbox"/> No 没有 <input type="checkbox"/> Yes, please specify: _____ \$ _____ 有, 请注明 (name of grant) 助学金名称 (amount) 数额					
<b>General Interbank Recurring Order (GIRO) details 电子转账资料</b>					
*Payment will be credited to award recipient's/ guardian's bank account via GIRO transfer. 协会将通过电子转账发放奖金给所有奖学金得主。					
Name of Bank 所属银行		Payee Name 户口持有人姓名 (as per bank record 根据户口姓名)		Relationship to applicant 与申请者的关系 (if applicable 如适用)	
Bank Account No. 户口号码			Bank Code 银行代码		Branch Code 分行代码
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			<input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Particulars of family members 家庭成员资料 (Same address 家庭成员同一地址)</b>					
*Please attach an additional sheet if there are provided rows are insufficient. 如有更多同一地址的家庭成员, 请附上多一页表格。					
Name 姓名	NRIC No. 居民证号码	Date of Birth 出生日期	Relationship with applicant 与申请者的关系	Occupation 职业	Gross Monthly Income 月收入 (\$)
Total Gross Monthly Household Income before CPF contribution 家庭总月入 (扣除雇员公积金前) : \$ _____			Per capita income before CPF contribution 人均收入 (扣除雇员公积金前) : \$ _____		

**Declaration of Unemployed family member who are 18-67 years old**  
**年龄介于 18-67 岁没有就业的家庭成员声明**

Name 姓名	NRIC No. 居民证号码	Unemployment since 从几时开始失业	Reason for unemployment (e.g., housewife, retrenched, resigned, retired etc.) 失业原因(如: 家庭主夫, 辞职, 被裁退, 退休, 等)	Signature / Date 签名 / 日期
		_____ (Mth 月) _____ (Yr 年)		
		_____ (Mth 月) _____ (Yr 年)		

**Other Information 其他相关资料**

Housing Type 住屋类别	HDB Flat 组屋	1-room / 2-room / 3-room / 4-room / 5-room / Others 其他: _____		
	Non HDB Flat 非组屋	Condominium 私人公寓	Landed Property 有地住宅	Others 其他: _____
Housing Ownership 住屋拥有权	<input type="checkbox"/> Owned 购买 <input type="checkbox"/> Rented 租赁			

**Applicant's declaration and consent 申请者声明和同意**

I declare that the above information provided by me is true and complete to the best of my knowledge.  
 本人声明我所提供的信息是真实和准确的。

I consent to the Society using photographs taken during the event for any of the Society's publications and articles.  
 本人同意允许众弘福利协会收集及使用在颁发典礼上所拍摄到的个人照片, 并刊登在众弘福利协会有关的刊物上。

I consent to the Society registering me as a youth volunteer, should my application be successful.  
 如果本人的申请成功, 本人同意众弘福利协将我注册为青年义工。

I consent to the Society collecting or using the personal data in this Application Form for the purposes of:  
 本人同意允许众弘福利协会, 收集、使用及透露本人所提供的个人资料, 以进行以下程序:

1. Determining whether I have fulfilled all the eligibility criteria for a bursary award,  
 鉴定本人是否符合助学金申请标准,
2. if so, the Management Committee of the Society assessing whether to confer a Bursary Award to me, and  
 管理委员会将评定是否颁发助学金给本人,
3. if so, awarding the Bursary to me  
 管理委员做出决定后, 颁发助学金给本人。

\*Please refer to attached Personal Data Protection Policy for Bursary Applicants

\_\_\_\_\_  
 Applicant's Signature  
 申请者签名

\_\_\_\_\_  
 \*Parent/Guardian's Name and Signature  
 家长/监护人姓名及签名

\_\_\_\_\_  
 Application Date  
 申请日期

\*All applicants below the age of 18 are required to have received the permission of a parent or guardian for this application to be valid.  
 18 岁以下申请人需要至少一位家长或监护人的同意及允许, 这份申请才能生效。

**For official use only**

Received & checked by: \_\_\_\_\_ (Name / Signature) Date: \_\_\_\_\_

This application has been  APPROVED     REJECTED by: \_\_\_\_\_

Endorsed by OC & Manager: \_\_\_\_\_ (Name / Signature) Date: \_\_\_\_\_

## PERSONAL DATA PROTECTION POLICY FOR BURSARY APPLICANTS

This Data Protection Policy (“**Policy**”) sets out the basis upon which Cheng Hong Welfare Service Society (“**we**”, “**us**” or “**our**”) may collect, use, disclose or otherwise process personal data of bursary award applicants in accordance with the Personal Data Protection Act (“**PDPA**”). This Policy applies to personal data in our possession or under our control, including personal data in the possession of organisations which we have engaged to collect, use, disclose or process personal data for our purposes.

### 1. APPLICATION OF THIS POLICY

This Policy applies to all bursary award applicants and related third party persons incidental to the application.

### 2. PERSONAL DATA

As used in this Policy, “**personal data**” means data, whether true or not, about an applicant or related persons of the applicant, who can be identified: (a) from that data; or (b) from that data and other information to which we have or are likely to have access.

Personal data which we may collect includes, without limitation, your:

- a. name or alias, gender, NRIC/FIN or passport number, date of birth, nationality, and country birth;
- b. mailing address, telephone numbers, email address and other contact details;
- c. parents/guardians’ employment and income information
- d. photographs (if applicable)

### 3. COLLECTION, USE AND DISCLOSURE OF PERSONAL DATA

**If you are a bursary applicant**, your personal data will be collected and used by us for the following purposes and we may disclose your personal data to third parties where necessary for the following purposes:

- a. Assessing and evaluating your suitability the application for the Bursary Award
- b. Verifying your identity and the accuracy of your personal details and other information provided.

### 4. WITHDRAWING CONSENT BY BURSARY APPLICANTS

The consent that you provide for the collection, use and disclosure of your personal data will remain valid until such time it is being withdrawn by you in writing. If you are a bursary applicant, you may withdraw consent and request us to stop using and/or disclosing your personal data for any or all of the purposes listed above by submitting your request in writing or via email to our Bursary Award Committee at the contact details provided below.

Upon receipt of your written request to withdraw your consent, we may require reasonable time (depending on the complexity of the request and its impact on our relationship with you) for your request to be processed and for us to notify you of the consequences of us acceding to the same, including any legal consequences which may affect your rights and liabilities to us. In general, we shall seek to process and effect your request within 05 days of receiving it.

A reasonable time frame should be set, and there should not be any unjustified delay in effecting the withdrawal request. Generally, as a rough gauge, the time frame to be indicated should stay within 30 days of the withdrawal request. Whilst we respect your decision to withdraw your consent, please note that depending on the nature and extent of your request, we may not be in a position to process your bursary application (as the case may be). We shall, in such circumstances, notify you before completing the processing of your request (as outlined above). Should you decide to cancel your withdrawal of consent, please inform us in writing in the manner described in above.

Please note that withdrawing consent does not affect our right to continue to collect, use and disclose personal data where such collection, use and disclose without consent is permitted or required under applicable laws.

### 5. ACCESS TO AND CORRECTION OF PERSONAL DATA

If you wish to make (a) an access request for access to a copy of the personal data which we hold about you or information about the ways in which we use or disclose your personal data, or (b) a correction request to correct or update any of your personal data which we hold, you may submit your request in writing or via email to our Data Protection Officer at the contact details provided below.

We will respond to your access request as soon as reasonably possible. Should we not be able to respond to your access request within thirty (30) days after receiving your access request, we will inform you in writing within thirty (30) days of the time by which we will be able to respond to your request. If we are unable to provide you with any personal data or to make a correction requested

by you, we shall generally inform you of the reasons why we are unable to do so (except where we are not required to do so under the PDPA).

Please note that depending on the request that is being made, we will only need to provide you with access to the personal data contained in the documents requested, and not to the entire documents themselves. In those cases, it may be appropriate for us to simply provide you with confirmation of the personal data that our organisation has on record, if the record of your personal data forms a negligible part of the document.

#### 6. **PROTECTION OF PERSONAL DATA**

To safeguard your personal data from unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks, we have introduced appropriate administrative, physical and technical measures such as up-to-date antivirus protection, encryption and the use of privacy filters to secure all storage and transmission of personal data by us, and disclosing personal data both internally and to our authorised third party service providers and agents only on a need-to-know basis.

You should be aware, however, that no method of transmission over the Internet or method of electronic storage is completely secure. While security cannot be guaranteed, we strive to protect the security of your information and are constantly reviewing and enhancing our information security measures.

#### 7. **ACCURACY OF PERSONAL DATA**

We generally rely on personal data provided by you. In order to ensure that your personal data is current, complete and accurate, please update us if there are changes to your personal data by informing our Data Protection Officer or Bursary Award Committee in writing or via email at the contact details provided below.

Data Protection Officer: Mr Lim Seng Lye,  
Lawrence Email Address: [dpo.chwss@gmail.com](mailto:dpo.chwss@gmail.com)  
Bursary Award Committee: [admin@chenghongwelfare.org](mailto:admin@chenghongwelfare.org)

#### 8. **RETENTION OF PERSONAL DATA**

We may retain your personal data for as long as it is necessary to fulfil the purposes for which they were collected, or as required or permitted by applicable laws.

We will cease to retain your personal data or remove the means by which the data can be associated with you, as soon as it is reasonable to assume that such retention no longer serves the purposes for which the personal data were collected and are no longer necessary for legal or the Charity's purposes.

#### 9. **EFFECT OF POLICY AND CHANGES TO POLICY**

This Policy applies in conjunction with any other policies, notices, contractual clauses and consent clauses that apply in relation to the collection, use and disclosure of your personal data by us.

We may revise this Policy from time to time without any prior notice. You may determine if any such revision has taken place by referring to the date on which this Notice was last updated.