

This is a guide for the required documents. It cannot be used for application.

**Confirmation Checklist for the Emergency Petty Cash Fund/Comprehensive Support Fund (Special Case Loans) (Make sure you tick these off before posting)**

Before submitting their application, applicants should make sure that they have confirmed the points below, then put this document in an envelope with the Application Form and other documents, and post it.

**\*If there is missing information or a missing document then it will take time for you to receive your special case loan, so please be careful.**

Item	Points to Confirm	Check
(1) Loan Application Form, Instructions for Important Matters, Promissory Note, Request	<ul style="list-style-type: none"> <li>• You have <u>filled in your full name</u> in two different places on the Application Form and have <u>stamped/signed it</u> in one place (within the bold sections)</li> <li>• You have filled in the date of application, your address, and your full name on the Instructions for Important Matters, and have <u>stamped/signed it</u></li> <li>• You have filled in your address, your full name, and your date of birth on the Promissory Note, and have <u>stamped/signed it</u></li> <li>• You have filled in the date of application, your address, and your full name on the Request, and have <u>stamped/signed it</u></li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(2) Certificate of Residence	<ul style="list-style-type: none"> <li>• The Certificate of Residence lists the members of your household</li> <li>• It was issued within the last three months</li> <li>• The address is the same as on your Loan Application Form</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(3) Bank book or cash card (copy)	<ul style="list-style-type: none"> <li>• You have made a copy of your bank book that clearly shows the name of the financial institution, the branch, the account holder's name, and the account number</li> <li>• Your full name and account number, which you filled in on the Application Form, are the same as those in your bank book</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
(4) Identification document	<ul style="list-style-type: none"> <li>• You have made a copy of one of the following identification documents, clearly showing your current address, your full name, and your date of birth, and included it in the envelope               <ul style="list-style-type: none"> <li>A. Driving permit (if you have a change of address, copy both sides)</li> <li>B. Passport</li> <li>C. My Number Card (keep it in the protective case and copy the front)</li> <li>D. Health insurance card (if your address is listed on the back then copy both sides)</li> </ul> </li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• If you are a foreign national, you have also added a copy of the following document to the envelope               <ul style="list-style-type: none"> <li>A. Residence card (Special Permanent Residence Certificate) *For people with foreign nationality</li> </ul> </li> </ul>	<input type="checkbox"/>
(5) Application documents	<ul style="list-style-type: none"> <li>• You have gathered all the application documents               <ul style="list-style-type: none"> <li>a. Loan Application Form (original)</li> <li>b. Instructions for Important Matters (original)</li> <li>c. Promissory Note (original)</li> <li>d. Request Relating to Reduced Income (original)</li> <li>e. Certificate of Residence (with all household members, issued within the last three months; original)</li> <li>f. Bank book or cash card (copy)</li> <li>g. Identification document (copy) *Foreign nationals should also include their Residence Card (copy)</li> </ul> </li> </ul>	<input type="checkbox"/>
(6) Keep a copy of your application documents	<ul style="list-style-type: none"> <li>• You have made copies of the following documents (keep them until repayment is complete)               <ul style="list-style-type: none"> <li>a. Loan Application Form</li> <li>b. Instructions for Important Matters</li> <li>c. Promissory Note</li> <li>d. Request Relating to Reduced Income</li> </ul> </li> </ul>	<input type="checkbox"/>