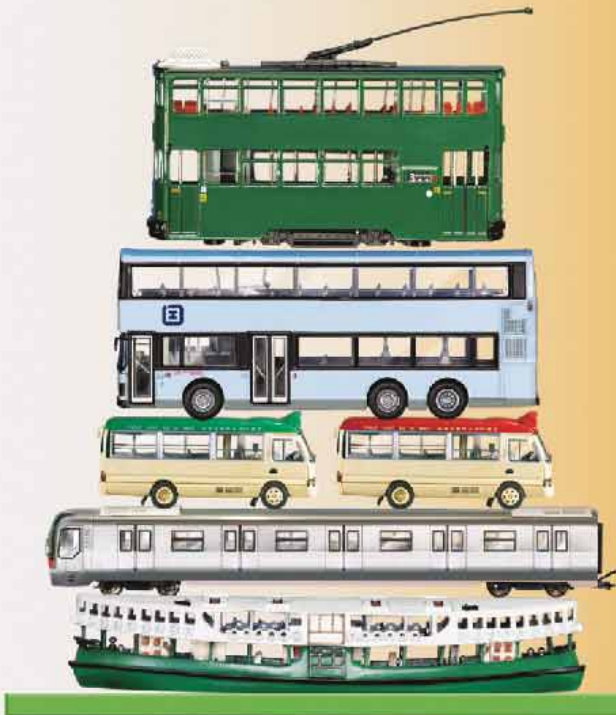


*The Transport Subsidy
Promotes Employment
And Helps You Stay In Work*



Work Incentive Transport Subsidy Scheme

Aim

To help low-income earners reduce their cost of travelling to and from work and encourage them to secure or stay in employment.

From the claim month of **April 2018** onwards, our Scheme only accepts individual-based applications



Please note the application deadline

2018 version

Latest Arrangement

Upon the implementation of the Working Family Allowance Scheme (previously called the Low-income Working Family Allowance Scheme) on 1 April 2018, the household-based Work Incentive Transport Subsidy (WITS) was abolished on the same date. As such, from the claim month of April 2018 onwards, the WITS Scheme only accepts individual-based applications. Eligible applicants may choose to apply for Working Family Allowance and/or the individual-based WITS. Household-based applicants can apply for WITS up to the claim month of March 2018 only and such applications can be submitted in April 2018 at the earliest.

Furthermore, upon completion of upgrading its information technology systems, the Working Family and Student Financial Assistance Agency will take up the processing of individual-based WITS applications currently performed by the Labour Department (expected to be on 1 April 2019 at the earliest) to bring about more efficient and convenient service provision to applicants. The Government will announce the details later.



Please pay attention to the latest arrangement when applying for WITS!

Key Features

- ▶ Applicants may apply for the WITS for the previous 6 to 12 months in each application. WITS is granted according to the calendar month and applicants will receive the subsidy for each eligible month.
- ▶ For the convenience of applicants, applications can be submitted by post and WITS is paid through bank transfer.



Even if I'm not eligible in some of the months during the claim period, I can still receive WITS for the remaining months as being qualified.

The rate of subsidy depends on the applicant's monthly working hours. Applicants will receive WITS for those months that they are eligible, at the full rate of \$600 per month (working no less than 72 hours per month), or at the half rate of \$300 per month (working less than 72 hours but at least 36 hours per month).





Employees, casual workers and self-employed persons, working full-time or part-time, may apply for WITS. There's no problem even if I change jobs, and working hours in all my jobs count.

Application Deadline

The maximum claim period is the preceding 12 months. For example, application for subsidy starting from July 2017 should be submitted on or before 31 July 2018, and so on. Overdue claim months will not be granted subsidy.

Household-based applications can only cover the claim months up to March 2018!



Eligibility Criteria



- ▶ Applicants must meet the following criteria:
 - 1 being employed or self-employed, and lawfully employable in Hong Kong;
 - 2 incurring travelling expenses in commuting to and from work;
 - 3 meeting the monthly income and asset limits; and
 - 4 working no less than 72 hours per month (if applying for full-rate subsidy of \$600 per month), or working less than 72 hours but at least 36 hours per month (if applying for half-rate subsidy of \$300 per month).

- ▶ Applicants will not concurrently receive other similar employment-related transport subsidies provided by the Government including:
 - 1 Temporary Financial Aid for travelling expenses to and from work under the employment assistance projects and special grants covering travelling expenses to and from work for the elderly, persons in ill-health and those disabled provided under the Comprehensive Social Security Assistance (CSSA) Scheme; and
 - 2 Temporary Financial Aid for travelling expenses to and from work under the case management and employment support services of Labour Department Employment in One-stop.

- ▶ Full-time students and trainees not in employment are not eligible for WITS.

- ▶ For arrangements related to the Working Family Allowance, please refer to the *Additional Information for Guidance Notes on Applications under the Work Incentive Transport Subsidy Scheme*⁽¹⁾.

Note: (1) The *Additional Information for Guidance Notes on Applications under the Work Incentive Transport Subsidy Scheme* is enclosed in the Application Documents, and is also available at the Labour Department's Homepage.

Monthly Income and Asset Limits

Applicants must meet the following monthly income and asset limits:

Household Size ⁽³⁾	Application for Subsidy from February 2018 onwards ^{(2) (3)}		
	Monthly Income Limit	Monthly Asset Limit ⁽⁴⁾	Effective Income Level ⁽⁵⁾ (for reference only)
1 person or individual-based application	\$10,000	\$91,500	\$10,526
2 persons	\$17,000	\$123,000	\$17,894
3 persons	\$19,500	\$184,500	\$20,526
4 persons	\$22,800	\$246,000	\$24,000
5 persons	\$23,900	\$246,000	\$25,157
6 persons or above	\$25,200	\$246,000	\$26,526

Note: (2) Same as the monthly income and asset limits adopted since February 2017.

(3) The household-based WITS was abolished on 1 April 2018 upon implementation of the Working Family Allowance Scheme. From the claim month of April 2018 onwards, the WITS Scheme only accepts individual-based applications. Household-based applicants can apply for WITS up to the claim month of March 2018 only and such applications can be submitted in April 2018 at the earliest.

(4) The asset limit is increased by \$35,000 for each elderly applicant or (in household-based application) household member aged 60 or above.

(5) Under the WITS Scheme, "income" does not include employees' mandatory contributions to Mandatory Provident Fund (MPF) schemes (i.e. 5% of employees' salary). "Effective Income Level" refers to income before deducting mandatory employees' MPF contributions. "Effective Income Level" is for reference only, and income assessment is based on "Monthly Income Limit".



Income⁽⁶⁾ =

Earnings from employment (including part-time employment)⁽⁷⁾ within and outside Hong Kong, excluding MPF contributions

+

Other income⁽⁸⁾ within and outside Hong Kong, excluding financial assistance provided by the Government⁽⁹⁾ and payment from the Community Care Fund



Assets⁽⁶⁾ =

Assets within and outside Hong Kong, including those held personally, jointly⁽¹⁰⁾ or in the name of a company e.g. bank deposits (e.g. time deposits, deposits in foreign currency, current account deposits), cash savings, betting account balance, investment (e.g. stocks, funds, bonds, warrants, shares), cash value of insurance policies (including dividends), vehicles (outstanding mortgage loan deductible), non-self-occupied properties (outstanding mortgage loan deductible), transferrable vehicle licences, loans to others, assets held in trust by others and other readily realisable assets and valuables, excluding balance in MPF accounts and outstanding student financial loans, etc.

Note : Salaries shown on bank statements or passbooks will be discounted from asset calculation of the same month.

- Note:
- (6) Household-based applications for WITS up to the claim month of March 2018 are assessed on the basis of income and assets of all the applicants and household members.
 - (7) e.g. wages defined in the Employment Ordinance (e.g. salary, allowances, commission, overtime pay, tips and service charges), profit from business and fees received for services rendered by self-employed persons. A self-employed person means a person who works for profit or fees in his / her own business / profession and is not employed by another person under a contract of employment.
 - (8) e.g. monthly pension, rent collected, contributions from relatives or friends not residing with applicants.
 - (9) e.g. CSSA, Old Age Allowance, Old Age Living Allowance.
 - (10) For joint deposits or other assets jointly held, the asset value will be regarded as equally shared by all asset holders unless documents are provided to prove otherwise.

Application Documents

Individual-based applicants should submit *Individual Application Form*.

Household-based applicants who apply for WITS up to the claim month of March 2018 should submit one *Household Application Form* for each household.

Distribution Points of Application Documents

- ▶ WITS Division of the Labour Department
- ▶ Job Centres and Industry-based Recruitment Centres of the Labour Department
- ▶ Home Affairs Enquiry Centres of the Home Affairs Department
- ▶ Social Security Field Units of the Social Welfare Department
- ▶ Labour Department's Homepage: www.labour.gov.hk
- ▶ By fax through calling the 24-hour Enquiry Hotline: 2717 1771 (handled by "1823")



Enquiries

- ▶ 24-hour Enquiry Hotline: **2717 1771** (handled by "1823")
- ▶ Work Incentive Transport Subsidy Division of the Labour Department
(enquiry service and form-filling support service are provided)

Address : Unit 1225, 12/F,
Kowloonbay International Trade and
Exhibition Centre,
1 Trademart Drive, Kowloon Bay
(free shuttle bus stop is located outside
Hang Seng Tower in Telford Plaza 2,
via Exit A of MTR Kowloon Bay Station)