***每名受資助計劃員工均需填寫一份**
***Please file a copy for each Project staff**

社區投資共享基金計劃 - 申請發還計劃員工薪酬支出表格
CIIF- Reimbursement Claim Form for Project Staff Cost

受資助者名稱 Name of Grantee : _____

計劃名稱及(編號) Project Name and (No.): _____ (_____)

涵蓋時期 Period covered: _____ 至 to _____

受聘於計劃員工姓名 Full Name of staff employed for the project: _____

職位 Position: _____

入職日期 Employment date: _____ 離職日期 (如適用) Date of resignaton (If applicable) : _____

甲部 (Section A) 員工薪金及強積金記錄 (註) Staff Salary and MPF record (Note)

月份 Month	每月薪金 Monthly Salary (a)	每月強積金 Monthly MPF (b)	每月金額 Monthly Total =(a) + (b)
			0.00
			0.00
			0.00
			0.00
			0.00
		申請總額 Total Claim	**0.00**

註 Note:
此表格須連同有關支付計劃員工薪酬証明一併提交，如銀行自動轉帳月結單及糧單等。如每月薪金或強積金與基金核准金額不符，受資助者必須提交計算細明。
Please submit relevant supporting documents of the staff salary and MPF payment (e.g. bank autopay list, salary payment advice, etc.) with this claim form. If the monthly salary or MPF is varied from the approved amount by CIIF, Grantee must provide calculation breakdown.

乙部 (Section B) 受聘員工聲明 Declaration by Project staff:

本人確認爲上述受資助者的員工，並完全受聘於專責推行上述由《社區投資共享基金》資助的計劃。本人核實上述資料正確無誤及已收妥上述薪金及強積金。
I certify that I am the employee of the above Grantee and was employed exclusively in the performance of the above CIIF Project. The information given above is true and correct and the salary cum MPF that I received from the Grantee are same as the above reimbursment claim amount.

受聘員工簽署: _____ **日期:** _____
Project staff's Signature: **Date:**

丙部 (Section C) 受資助者聲明 Declaration by the Project grantee:

本人謹代表計劃受資助者，證明上述資料正確無訛及符合《社區投資共享基金協議》規定的申請發還資格，包括招聘程序公開及公平、員工之學歷、資歷及經驗符合協議規定、計劃員工完全只就基金計劃進行工作及遵從香港有關條例的規定。
I hereby certify on behalf of the project grantee that the above information is true and correct. The above project staff was recruited according to the "Condition of Grant for the Community Investment and Inclusion Fund" and eligible for the reimbursement claims, including fairness and openness in staff recruitment, well qualification in terms of experience and knowledge. They are also employed exclusively and necessarily in the performance of the Project and their employment fulfilled the legal obligation in accordance with the relevant laws of Hong Kong.

計劃統籌人姓名: _____ **職位:** _____
Name of Project Coordinator: **Position:**

計劃統籌人簽署: _____ **日期:** _____
Project Coordinator's Signature: **Date:**

受資助者蓋章 Chop of Grantee: _____