

The publicity means and efforts by respective operating departments in respect of the ERF in the districts in the past three years, and the ERF's application means, procedures and documents required

Type of grants	Operating department	Publicity means and efforts in the district	Application means, procedures and documents required
A	SWD	<p>Leaflets on the ERF are available in the SWD's social security field units and website. The SWD will also work closely with other relevant government departments to follow up on the situation of people affected by natural disasters, introduce to them the ERF and provide referral services and counselling, etc.</p>	<p>A person should make an application within six months from the date of incident to the district social security field unit in person. The applicant is required to bring along the completed application form, identity documents, proof in respect of death or personal injury (including death certificate or sick leave certificate(s)), proof of income / employment, etc.</p> <p>The SWD will conduct investigation and verification of the applicant's circumstances and information provided through office interview. Where necessary, the SWD will make enquiries to the Director of Health/Chief Executive of Hospital Authority for medical reports, or to the applicant's employer/ex-employer for verification.</p>

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B	LandsD	Leaflets on the ERF are available at the LandsD's regional Squatter Control Offices ("SCOs") / Clearance Offices ("COs"), while members of the public may also approach staff of the SCOs for details about the ERF.	Each applicant is required to complete the form of "Application for Emergency Relief Fund" for the grants under the ERF and return it with supporting documents for proof of identity, residential address and relationship concerning the applicant and his or her family members as listed on the form to the respective SCO/CO for processing within 30 working days from the date of incident.
C	MD	MD has worked together with relevant government departments to closely follow up with people affected by typhoons. It has also provided emergency assistance, and deployed staff to explain the application procedures to persons affected.	The applicant should submit the application together with the relevant documents, for instance, the applicant's identity card, certificate of ownership and operating licence of the vessel, report of marine incident, quotations from shipyard etc. to the MD in person within 30 working days from the date of incident. Payment will be made to successful applications after upon approval and allocation of fund from the SWD.
	AFCD		

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		<p>associations to inform them about applications for the ERF after typhoon or other inclement weather. With the MD's assistance, the AFCD will notify owners of fishing vessels to contact it for applications under the ERF when they report marine incidents to the MD.</p>	<p>licence, report of marine incident issued by the MD, receipts or quotations for repair or replacement of fishing vessel / fishing gear. The damaged fishing vessel / fishing gear shall be inspected by the AFCD officers and assessment on the reasonable cost of minimum repair or replacement shall be made.</p>
D	LandsD	<p>Leaflets introducing the ERF are available at the seven regional SCOs of the LandsD, while members of the public may also approach staff of the SCOs for details about the ERF.</p>	<p>Each primary producer is required to complete the form of "Application for Emergency Relief Fund" for the grant under the ERF, and return it with supporting documents for proof of identity, to the respective SCO for processing within 30 working days from the date of incident.</p>
	AFCD	<p><u>Fisheries:</u> The AFCD will notify fish farmers and fishermen associations via press release, websites, and by phone on the arrangement of the ERF.</p>	<p><u>Fisheries:</u> In general, fish farmers affected by natural disasters should make an application within 7 working days from the date of incident. Mariculturists should submit personal identity documents, valid marine fish culture licences and other supporting documents to the designated AFCD or Fish Marketing Organisation offices.</p>

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		<p><u>Agriculture:</u> The AFCD will issue press releases through the Information Services Department and remind affected farmers of the application for the ERF through farm visits. Besides, it will inform relevant agricultural associations in writing in the form of a letter.</p>	<p>Pond fish farmers should apply directly to the Au Tau Fisheries Office with personal identity documents.</p> <p><u>Agriculture:</u> Applicants should bring along their original and copy of the Hong Kong Identity Cards and apply directly to the AFCD's Agricultural Extension Office on 5/F, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long, within the specified time limit for application as announced in the press release after natural disasters.</p>