



City of
Richmond

所需文件指引

康樂活動費補助計劃

Recreation Fee Subsidy Program

6911 No. 3 Road, Richmond, BC V6Y 2C1

subsidy@richmond.ca

www.richmond.ca/subsidy

聯絡電話：604-247-4909

任何康樂活動費補助計劃 (Recreation Fee Subsidy Program) 申請表都必須附上 1) 在列治文居住的證明；2) 證明符合財務資格的文件；及 3) 法定受扶養者（如適用）的證明。以下文件提供有關如何取得所需文件副本的資訊。

提交申請時，請附上所需文件的副本。請勿附上文件正本。

1) 列治文居民身份：如何證明您居住在列治文（申請表中的步驟 4）

本計劃的申請人必須在列治文居住。我們需要一份在過去三個月內由商戶或公司發出的文件，上面必須列出您的姓名及地址。該文件所列的姓名及地址，必須與成年申請人的全名以及申請表上填寫的地址相符。我們接受的文件，例如：

- 電話賬單
- 水電費賬單
- 銀行結單
- 卑詩房屋局 (BC Housing) 批准信
- 省社會發展及扶貧廳 (Ministry of Social Development and Poverty Reduction) 的支票存根

* 另外，您也可以提交過去十二個月內發出的租約的副本。如果提交的是住宅租賃協議 (Residential Tenancy Agreement)，必須把全部六頁都包括在內。

Residential Tenancy Agreement
RTA-1

Important Notes:

The Residential Tenancy Branch (RTB) is an agency of the government of British Columbia. It is responsible for administering the Residential Tenancy Act (RTA) and the Residential Tenancy Regulations (RTL). The RTB provides information and assistance to landlords and tenants. For the most up-to-date information, visit the RTB website at www2.gov.bc.ca/gov2/gov/tenancy.

The RTB is not a court. It does not have the power to enforce the RTA or RTL. It can only provide information and assistance. If you have a dispute with your landlord or tenant, you may need to go to court.

The RTB is not responsible for the content of this form. It is the responsibility of the user to ensure that the information provided is accurate and complete.

IF YOU ARE A LANDLORD, YOU MUST COMPLETE THIS FORM. IF YOU ARE A TENANT, YOU MUST COMPLETE THIS FORM. IF YOU ARE A JOINT LANDLORD/TENANT, YOU MUST COMPLETE THIS FORM.

RESIDENTIAL TENANCY AGREEMENT (see full, correct legal name)

THE LANDLORD(S): (If entry for landlord is a business, please enter the business name in the "Business Name" field.)

Landlord Name: _____

Landlord Address: _____

Landlord Phone: _____

Landlord Email: _____

Landlord Signature: _____

Landlord Date: _____

THE TENANT(S): (If entry for tenant is a business, please enter the business name in the "Business Name" field.)

Tenant Name: _____

Tenant Address: _____

Tenant Phone: _____

Tenant Email: _____

Tenant Signature: _____

Tenant Date: _____

ADDRESS OF PLACE BEING RENTED TO TENANT(S) (see full, correct legal name)

Address: _____

City: _____

Province: _____

Postal Code: _____

ADDRESS FOR SERVICE OF THIS AGREEMENT (see full, correct legal name)

Address: _____

City: _____

Province: _____

Postal Code: _____

Residential Tenancy Branch
Office of Housing and
Construction Services
RTA-1 (2019/19)

page 1 of 6 pages

Tangerine
Personal Banking

Tangerine
Chequing statement
www.tangerine.ca

Client #:

Account(s) at a Glance

Account Registration	Account Number	Account Balance(s)
Tangerine Chequing Account		

The Details - Tangerine Chequing Account

Transaction Date	Transaction Description	Amount(s)	Balance(s)
	Transaction		
	Opening Deposit		
	Closing Balance		

Up to \$100 of each cheque you deposit will be available for withdrawal once deposited. When using an ATM, please deposit each cheque in separate envelopes to gain access.

Notice: When initiating a deposit, please call us at 1-800-387-3232 or 604-759-3626 or we can fax it to you.

Page 1 of 1

fido

Account number: _____ Bill number: _____ Bill date: _____

Hi _____ here's a quick summary of your bill.

How much do you owe: _____

Thanks for your pre-authorized payment. We'll charge your credit card on or after _____.

Account summary

Item	Amount
Service fee	\$ _____
Usage fee	\$ _____
Other fees	\$ _____
Total	\$ _____

Your current bill

Service fee: \$ _____

Usage fee: \$ _____

Other fees: \$ _____

Total \$ _____

Thank you!

This invoice is for information purposes only. The amount due will be debited from your credit card by pre-authorized payment.

Your account number: _____ Total amount due: _____

2) 財務資格：如何證明您符合本計劃的財務資格（申請表中的步驟 5）

如果您在領取政府資助，請提交以下任何一種文件的副本。以下是取得每種文件的指示。

青少年協議或年輕成年人協議

電話：604-660-1044 – 列治文兒童及家庭服務處 (Child & Family Services Office for Richmond)

步驟：

1. 致電或親自向您的社工或省廳職員索取有關您的青少年協議 (Youth Agreement) 或年輕成年人協議 (Agreement with a Young Adult) 的確認書 (Confirmation Letter)。
2. 把確認書副本連同您填妥的申請表及其他所需文件一起提交給康樂活動費補助計劃辦事處。

收入補助或殘障補助（必須是在過去三個月內發出）

電話：1-866-866-0800 – 省社會發展及扶貧廳 (Ministry of Social Development and Poverty Reduction)

步驟：

1. 親自前往省社會發展及扶貧廳列治文辦事處申請發放個人資料 (Release of Personal Information)（表格 HR0095），並要求把您的家庭結構資料列於 "Other"（其他）欄內。
2. 把確認書副本連同您填妥的申請表及其他所需文件一起提交給康樂活動費補助計劃辦事處。

From: Ministry of Social Development and Poverty Reduction
Employment and Assistance Office

Release of Personal Information

To: _____

For the purpose of: _____

I, _____ give my consent to the Ministry of Social Development and Poverty Reduction to release my personal information regarding the following: (Client to check off appropriate category(ies))

☐ Amount of Assistance: _____ To: _____

☐ Period of Time From: _____ To: _____

☐ Type of Assistance:

☐ Income Assistance under the Employment and Assistance Act (regular assistance)

☐ Income Assistance under the Employment and Assistance Act as a person who has completed training in employment

☐ Disability Assistance under the Employment and Assistance Act (Persons with Disabilities Act)

☐ Health Expenditures under the Employment and Assistance Act or the Employment and Assistance for Persons with Disabilities Act

☐ Other: _____

Signature: _____ Date: (YYYY-MM-DD)

FOR OFFICE USE ONLY
(Complete only as authorized above)
(For the time period specified above (if not more than 12 months is specified - During the past 12 months), the above-noted category(ies) received:

☐ Income Assistance under the Employment and Assistance Act (regular assistance or disability assistance)

☐ Income Assistance under the Employment and Assistance Act as a person who has completed training in employment

☐ Disability Assistance under the Employment and Assistance for Persons with Disabilities Act

☐ Health Expenditures under the Employment and Assistance Act or the Employment and Assistance for Persons with Disabilities Act

☐ Other: _____

Signature of Ministry Staff: _____

MINISTRY OFFICE ADDRESS

Date: (YYYY-MM-DD)

Security Classification: MINIMUM MINISTRY Page 1 of 2

重新安頓補助 (Resettlement Assistance)

電話：1-888-242-2100 – 加拿大移民、難民及公民部 (Immigration, Refugees and Citizenship Canada)

步驟：

1. 致電索取永久居民身份確認書 (Confirmation of Permanent Residence)。
2. 把確認書副本連同您填妥的申請表及其他所需文件一起提交給康樂活動費補助計劃辦事處。

註：當您移民到加拿大時，應該已收到一份永久居民身份確認書。如果您沒有這份文件，請與康樂活動費補助計劃辦事處聯絡，討論第三方轉介過程。

Immigration and Citizenship of Immigration Canada
CONFIRMATION OF PERMANENT RESIDENCE
PROTECTED - B

Family name:
Given name(s):
Date of birth:
Sex:
Citizenship:
Document no.:

UCR:
App. no.: 1

PERSONAL DETAILS - PA

Marital status:
Height (cm):
Last entry date:
Name P.R.
Travel doc. entry of
CLP

Place of birth:
Eye color:
P.R.
DOB:
COR:
Country of birth:
Date:

Issued at:
Category:
Special program:
CRQ no.:

Place of issue:
Prov. of issue:
Time, issue no.
HRSDC no.:

Valid to:
City of issue:
Flight no.
PRC:

Conditions:

Have you ever been charged/convicted of a crime or offence, refused admission to Canada or required to leave Canada?

MILITARY DETAILS

IME no.:

Surveillance code:

Valid to:

SPONSOR INFORMATION

UCR:
DOB:
Address:

Name:
Relationship:

DEPENDANTS INFORMATION

Have you any dependants other than those listed below?

租金援助計劃 (Rental Assistance Program) 或長者租客居住援助計劃 (Shelter Aid for Elderly Renters)

電話：604-433-2218（卑詩房屋局－低陸平原以內）或 1-800-257-7756（卑詩房屋局－免費長途電話）

步驟：

1. 致電向卑詩房屋局索取一份關於您的批准信。
2. 把批准信副本連同您填妥的申請表及其他所需文件一起提交給康樂活動費補助計劃辦事處。


BC HOUSING
Rental Assistance Program
We are pleased to advise you that your application to the Rental Assistance Program has been approved.
To continue receiving subsidy through the Rental Assistance Program, you will be asked to complete a reapplication form once per year in the month of your birth. BC Housing will mail the reapplication form to you approximately three months before it is due.
If you have any questions you may contact the Rental Assistance Program at 604-433-2218 or toll-free at 1-800-257-7756.
Yours truly,

電話：1-800-277-9914 – 加拿大服務部 (Service Canada)

1. 致電索取一份關於您的保證入息補助金現況確認書 (Confirmation of Current Status of Guaranteed Income Supplement)。

2. 把確認書副本連同您填妥的申請表及其他所需文件一起提交給康樂活動費補助計劃辦事處。

註：保證入息補助金領取者必須等到七月收到新的確認書後，才能申請九月至八月的康樂活動費補助計劃撥款。

 Service Canada	PROTECTED B (before completion)	
PO BOX / SP 177 OTTAWA ONTARIO K1P 6H6 CANADA		
		Social Insurance Number _____
or via _____		Date July / August 2019
<div>SAMPLE</div>		
2018 Income		July Payment
<div>SAMPLE</div>		
<p>Service Canada has determined that you are entitled to receive the Guaranteed Income Supplement, the Allowance or the Allowance for the Surviving Spouse as of July 2019 to June 2020.</p> <p>This total amount of your monthly payment will be shown above. This amount includes any Old Age Security benefits you may receive.</p> <p>If you are paying back an overpayment, or any other amounts, Service Canada will deduct income tax each month, the amount you receive may be lower.</p> <p>The monthly amount of your entitlement is based on your current marital status and your 2018 Income. If you are married or in a common-law relationship, we consider both your and your partner's income combined). As we review your entitlement and benefit payments regularly, it may become possible that the monthly amount of your benefit could change (either higher or lower).</p> <p>According to our records, you were currently:</p> <ul style="list-style-type: none"><input type="checkbox"/> married or living in a common-law relationship<input type="checkbox"/> single, separated, divorced, widowed, or living alone <p>If this information is not correct, you must notify us as soon as possible, because your entitlement to benefits may be affected. If this information is correct, please do not contact us or take any action.</p>		

如果您沒有領取政府資助但正面對財務困難，亦可以提交收入證明書（**C** 選項）來顯示您的收入屬於限制範圍之內。

網上：www.canada.ca/my-cra-account

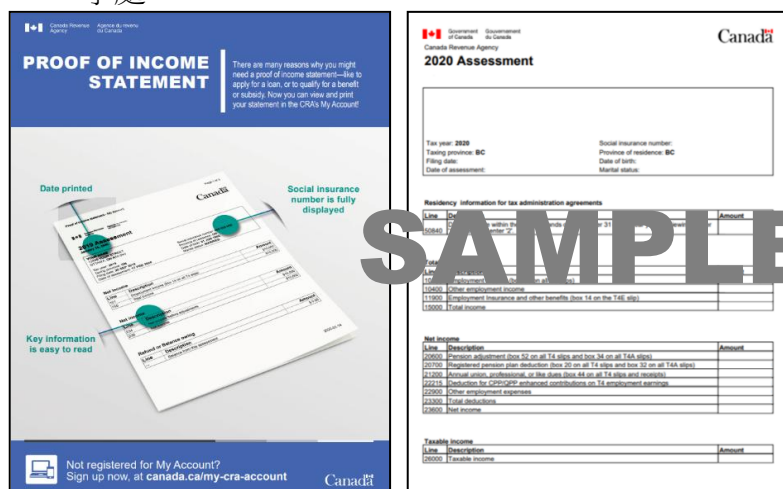
步驟：

1. 在加拿大稅務局 (Canada Revenue Agency) 網站登入 "My Account" (我的帳戶)。
2. 尋找 "Related Services" (相關服務) 部份。
3. 選擇 "Proof of income statement" (收入證明書)。
4. 選擇最近期的課稅年度。
5. 列印文件或以 PDF 格式存檔。
6. 把文件副本連同您填妥的申請表及其他所需文件一起提交給康樂活動費補助計劃辦事處。

電話：1-800-267-6999（加拿大稅務局）

步驟：

1. 準備提供以下任何資料：社會保障號碼 (SIN)、出生日期以及稅務評估通知書 (Notice of Assessment) 資料 (第 15000 行)
2. 選擇「英語」或「法語」選項。
3. 選擇 "Proof of income statement" (收入證明書) 選項。
4. 收入證明書會被郵寄給您。
5. 把文件副本連同您填妥的申請表及其他所需文件一起提交給康樂活動費補助計劃辦事處。



3) 如何證明兒童與您同住 (申請表中的步驟 2)

有兒童 (法定受扶養者) 的家庭，請提交以下兩種文件的副本。

加拿大兒童福利通知書 (適用於與您同住的 **0-18 歲** 兒童)

電話：1-800-387-1193 (加拿大稅務局)

步驟：

1. 準備提供以下任何資料：社會保障號碼 (SIN)、出生日期、稅務評估通知書 (Notice of Assessment) 資料 (第 15000 行)、您每月領取的金額以及郵寄地址。
2. 選擇 "CCB" (加拿大兒童福利) 選項。
3. 選擇 "Personalized Information about CCB" (加拿大兒童福利的個人化資料) 選項。
4. 加拿大兒童福利通知書會被郵寄給您。
5. 把**共兩頁**的通知書副本連同您填妥的申請表及其他所需文件一起提交給康樂活動費補助計劃辦事處。

網上：www.canada.ca/my-cra-account

步驟：

1. 在加拿大稅務局網站登入 "My Account" (我的帳戶)。
2. 在網頁最上面的橫額部份選擇 "Mail" (郵寄)。

3. 選擇函件項目 "CCB Notice" (加拿大兒童福利通知書)。
4. 列印文件或以 PDF 格式存檔。
5. 把該文件的副本連同您填妥的申請表及其他所需文件一起提交給康樂活動費補助計劃辦事處。

The image shows two sample pages of a CCB Notice form. Page 1 is the 'Canada child benefit (CCB), BC early childhood tax benefit (BCECTB), and BC family bonus (BCFB) notice'. It includes fields for Social Insurance Number, Base payment, Payment method, and Total amount. Page 2 is the 'Detailed explanation' page, which includes sections for 'Information used to calculate your entitlement', 'Annual entitlement', 'Payment summary', and 'Entitlement schedule'.

全日制學生確認書（適用於與您同住的 19-24 歲受扶養者）

註：受扶養者在索取有關函件前，必須已註冊就讀課程（每個學期至少就讀 3 個課程）。

電話：聯絡電話視乎個別大專院校或持續教育中心而定

步驟：

1. 聯絡您子女的大專院校或持續教育中心的招生辦事處，索取一份確認書。
2. 把確認書副本連同您填妥的申請表及其他所需文件一起提交給康樂活動費補助計劃辦事處。

如有任何進一步的查詢，請寄電郵至 subsidy@richmond.ca 或致電 604-247-4909 與康樂活動費補助計劃辦事處聯絡。已附上所有文件的申請表，平均處理時間需要十個工作天。您會通過電郵或寄往住址的郵件，獲知您的申請狀態。