

SIR ROBERT BLACK TRUST FUND
Grants for Talented Students in Non-academic Fields
Guidance Notes for Completing the Online Nomination Form

Part A
To be
completed
by student /
student's
guardian

- (1) Click the link below to access the Nomination Form
<https://eform.cefs.gov.hk/form/hab008/en/>
- (2) Complete Part A and upload relevant documents
(such as proof of achievements, pamphlet of course, if any)
- (3) Save the Nomination Form (in file format *.gfd) in your
computer with a password
- (4) Submit the file in step (3) (by email or USB) and the password
to the teacher-in-charge of the scheme at your school

Part B
To be
completed by
school

- (5) Click the link below and open the file from step (4) with the
password provided by the student / student's guardian
<https://eform.cefs.gov.hk/form/hab008/en/>
- (6) Complete Part B and upload the relevant documents
(such as detailed statement from the principal for application
exceeding HK\$5,000, if appropriate)
- (7) Check and submit the Nomination Form
- (8)
 - (i) Print the online Nomination Form and all documents
(if any) submitted
 - (ii) On the spaces provided in the Nomination Form
 - Part A: signed by the student's guardian
 - Part B: signed by the school principal and stamped with
school chop
- (9) Send the Nomination Form and all documents in step (8) above
by post or in person to the office of the Secretariat **within 5
working days from the date of online submission.**

Please note that if the school fails to complete step (9), relevant nominations by the school will not be processed.