

Grantham Scholarships Fund
2024-25 Grantham Scholars of the Year Award
Guidance Notes for Completing the Online Nomination Form

Part A
To be
completed
by nominee

- (1) Click the link below to access the Nomination Form
<https://eform.cefs.gov.hk/form/hab009/en/>
- (2) Complete Part 2 and upload relevant documents
- (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

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 nominee
<https://eform.cefs.gov.hk/form/hab009/en/>
- (6) Complete Part 3 and upload the relevant documents
- (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
 - Page 3 : signed by the nominee
 - Page 6 : 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 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.