

**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

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**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.**