

Legal Aid Department
(Shroff Offices Opening Hours and Payment Methods)

Shroff Office Address	Hong Kong Headquarters 27/F., Queensway Government Offices (QGO), 66 Queensway, Hong Kong.	Kowloon Branch Office 3/F., Mongkok Government Offices (MGO), 30 Luen Wan Street, Mongkok, Kowloon.
Opening Hours	Monday to Friday (Closed on Saturday, Sunday and Public Holidays) 9:00a.m. – 1:00p.m. 2:00p.m. – 4:30p.m.	

Payment Methods

< 1 > **By Banks' Automated Teller Machine (ATM)**
Please pay at any ATM affixed with "Bill Payment"/ "JET Payment" signage:

- i. Select "Bill Payment";
- ii. **For HSBC / Hang Seng Bank**, select Merchant Type "**Government or Statutory Organisation**" & Merchant Name "**Legal Aid Department**"; / **For JETCO member banks**, select "**Merchant Code Entry**" and enter the Merchant Code "**9088**" (**JETCO Merchant Code for Legal Aid Department is "9088"**);
- iii. Key in Bill Type (if applicable) (01-Contribution; 02-Damages & Maintenance; 03-Litigation Costs) and the 13-digit Payment Account Number (PAN) shown on the demand letter. Collect the receipt for future reference.

< 2 > **By "PPS" - Merchant Code : 9913**
Please dial **18011** or visit "PPS" website <http://www.ppschk.com> to register the Bill Account Number by inputting 13-digit Payment Account Number (PAN) shown on the demand letter. For payments, please dial **18031** or visit the aforesaid "PPS" website. For enquiries, please call "PPS" hotline **2311 9876** or visit the aforesaid "PPS" website.

< 3 > **Through the Internet Banking / By Phone Banking**
Registered users of **HSBC / Hang Seng Bank** and **JETCO member banks** (**JETCO Merchant Code for Legal Aid Department is "9088"**) can make payments via the internet bill payment / phone banking services.

Select / Key in Bill Type (if applicable) (01-Contribution; 02-Damages & Maintenance; 03-Litigation Costs) and the 13-digit Payment Account Number (PAN) shown on the demand letter.

Please visit the Treasury's website <http://www.try.gov.hk> and select "**Collections and Payments**" then "**Payment of Government Bills**" for more information about payment through the internet banking / by phone.

Important Notes:

Payers have to register with the respective banks or service providers before they can use the internet bill payment / phone banking services. Individual banks may also limit types of bank accounts for charging payments made online / via phone. For details, please check directly with your banks.

< 4 > **By Post**

- ✧ For cases under the **Ordinary Legal Aid Scheme**, cheque or cashier's order should be properly **crossed** and made payable to "**Director of Legal Aid**" or "**The Government of the HKSAR**".
- ✧ For cases under the **Supplementary Legal Aid Scheme**, cheque or cashier's order should be properly **crossed** and made payable to "**Director of Legal Aid**".

Please send the cheque or cashier's order to any of the above shroff offices and **write the payer's name, file number and the contact telephone number on the back of the cheque or cashier's order.**

Notes:

- (1) Do not send cash or post-dated cheque.
- (2) Please ensure sufficient mailing time and postage to make delivery in order. Underpaid mail will be rejected.
- (3) Payment is valid only after the cheque is cleared.

< 5 > **In Person**
Payment may be made in person by cash, cheque, cashier order or Faster Payment System (FPS) at any of the above shroff offices. Please bring along the demand letter or receipt for the last payment (if any).

Important Notes - Payment by FPS in person:

Banks and Stored Value Facilities (SVF) e-Wallets operators have set different maximum transaction limits for using FPS. Therefore, payers are advised to contact their banks or SVF operators direct for more details before making payment by FPS in person.