

**NON-LOCAL HIGHER AND PROFESSIONAL EDUCATION**  
**(REGULATION) RULES (CAP.493B)**

**FORM 4 – PARTICULARS OF PREMISES IN WHICH A**  
**REGISTERED OR EXEMPTED COURSE IS CONDUCTED**

**IMPORTANT NOTES**

- a. Please read section 5 of the Non-local Higher and Professional Education (Regulation) Rules (the Rules) regarding use of premises for the conduct of a registered or an exempted course before you complete this Form.
- b. Please use **one** Form for each proposed venue.
- c. This Form must be completed by the course operator and submitted **not later than three months** before the premises are used to conduct any course activity.
- d. If the proposed premises are exempted under section 5(5) of the Rules, only one copy of the Form together with **one set** of signed and scaled layout plan should be submitted.
- e. For premises other than the exempted premises under section 5(5) of the Rules, the Form should be submitted in **five copies** together with **seven sets** of signed and scaled layout plan for re-direction to Fire Services Department, Buildings Department, Lands Department and Planning Department. Upon receipt of a certificate issued by the Fire Services Department in respect of the proposed premises, the operator must furnish the certificate to the Registrar **not later than one month** before the course is conducted therein.
- f. Please submit the relevant documents to -

The Registrar  
Non-local Courses Registry  
Education Bureau  
Room 603, 6/F  
14 Taikoo Wan Road  
Taikoo Shing  
Hong Kong

**PERSONAL INFORMATION COLLECTION STATEMENT**

**Purpose of Collection**

1. The personal data provided by you in this form will be used by the Education Bureau (EDB) for one or more of the following purposes:
  - (a) Activities relating to the processing, authentication and counter-checking of the application for use of premises for conducting non-local courses;

- (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the application mentioned in (a) above;
- (c) Activities relating to matching of the personal data within the database of the EDB for purposes of verifying / updating records of the EDB;
- (d) Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
- (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
- (f) Activities relating to compilation of statistics, research and Government publications; and
- (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.

2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

#### Classes of Transferees

3. The personal data you provide will be made available to persons working in the EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-

- (a) other Government bureaux and departments, including the Fire Services Department, Buildings Department, Lands Department and Planning Department, for the purposes mentioned in paragraph 1 above;
- (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
- (c) where you have given your prescribed consent to such disclosure; and
- (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

#### Access to Personal Data

4. You have the right to request access to and correction of your personal data held by the EDB. Request for access to or correction of personal data should be made in writing to Executive Officer (Non-local Courses Registry)<sup>1</sup> at Room 603, 6/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong or email to [exoncr1@edb.gov.hk](mailto:exoncr1@edb.gov.hk).

**PART A**

1. Name of Course: \_\_\_\_\_

2. Registration/Exemption No. of Course: \_\_\_\_\_  
(if known)

3. Name of Non-local Institution/Professional Body Awarding the Qualification:  
\_\_\_\_\_

4. Operator of the Course

Name: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

5. Particulars of premises in which the course will be conducted:

<u>Exact Location</u>	<u>Floor Area (m<sup>2</sup>)</u>	<u>Approved Seating Capacity (if known)</u>
_____	_____	_____
_____	_____	_____

6. Particulars of course activities to be conducted in the above premises:

<u>*Course Activity</u>	<u>Date</u>	<u>Time</u>	<u>Max. No. of Participants</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\* Please indicate if there is laboratory work and/or chemicals to be handled during that part of the course.

7. Name and Capacity of Contact Person: \_\_\_\_\_  
(if any)

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**PART B**

#1. I confirm that the above proposed premises are

- premises specified in a certificate of registration within the meaning of the Education Ordinance (Cap. 279).
- premises specified in a certificate of provisional registration within the meaning of the Education Ordinance (Cap. 279).
- premises owned / leased by a local institution of higher education for educational purposes.
- premises which are specified to the effect that they are designed and constructed for educational purposes on a plan approved for the purpose of section 14(1) of the Buildings Ordinance (Cap. 123).
- premises which are—
  - (i) comprised in premises for which a hotel licence as defined by section 2(1) of the Hotel and Guesthouse Accommodation Ordinance (Cap. 349) is for the time being in force; and
  - (ii) specified as “function room” on a plan approved for the purposes of section 14(1) of the Buildings Ordinance (Cap. 123).

#2. I would like to seek the Registrar’s approval for use of the proposed premises for conducting the course activities as detailed in Part A and note that I need to furnish a certificate issued by the Fire Services Department in respect of the premises before my application is considered.

*Tick in the appropriate box.*

# *Delete as appropriate.*

---

Signature of Operator

---

Name in Block Letter

---

Date

- END -