

**Notification of Changes of Rates and/or Government Rent**  
差餉及/或地租調整通知書

致： 教育局常任秘書長  
(經辦人:幼稚園及幼兒中心聯合辦事處)  
To: Permanent Secretary for Education  
(Attn. Joint Office for Kindergartens and Child Care Centres)

本校舍的差餉及/或地租款額已由\_\_\_\_\_年\_\_\_\_月\_\_\_\_日起調整，詳情如下：  
The rates and/or government rent of my school premises have been revised with effect  
from \_\_\_\_\_ as follows –

	<u>舊款額 Previous Amount</u>	<u>新款額 New Amount</u>
差餉 Rates	\$_____ per quarter/month* 每季/月*\$_____	\$_____ per quarter/month* 每季/月*\$_____
地租 Government Rent	\$_____ per quarter/month/ half year * 每季/月/半年*_____	\$_____ per quarter/month/ half year * 每季/月/半年*_____

現附上已核證的繳款通知書/租卡\*的副本，以供查考。

Certified copies of the relevant Demand Notes/rent card\* are attached for reference.

請相應調整本校的差餉及/或地租津貼額。本人謹此證實，經教育局核准符合資格申領津貼的校舍，所佔面積並無變動。

I should be grateful if you would adjust the amount of subsidy for rates and/or government rent accordingly. I certify that there is no change in the area of school portion eligible for subsidy previously approved by EDB.

校監簽署 Signature of Supervisor: \_\_\_\_\_ 日期 Date: \_\_\_\_\_

校監姓名 Name of Supervisor: \_\_\_\_\_

學校名稱 Name of School: \_\_\_\_\_

聯絡人姓名 Contact person: \_\_\_\_\_

電話號碼 Telephone No.: \_\_\_\_\_

(學校印鑑)  
(School chop)

\*請刪去不適用者 Delete as appropriate

請確保已為郵件支付足夠郵資，以免未能送達本局。郵資不足的郵件，一律會由香港郵政處理。

Please ensure that sufficient postage is paid to avoid unsuccessful delivery. Any underpaid mail items will be disposed of by the Hongkong Post.