**Appendix 2**

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(For staple)

**Application for Joining/Staying in the Kindergarten Education Scheme (“Scheme”)**

**2024/25 School Year**

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| **To: Permanent Secretary for Education**  **(Attn: Kindergarten Administration Section,**  **Kindergarten Education Division, Education Bureau,**  **Room 3608, 36/F, Dah Sing Financial Centre, 248 Queen’s Road East, Wan Chai, Hong Kong)** |

**Part I Particulars of School**

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S No.:

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S 23/24:

Yes

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| 1. | Name of \*Kindergarten/Kindergarten-cum-Child Care Centre/School with Kindergarten Classes (hereunder referred as KG): (\*Please delete whichever is inappropriate.) | |
|  | (in English): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (in Chinese): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2. | School Address: | [Main School]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | [Extension, if any]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3. | School No.: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 4. | Tel. No.: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. Fax. No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 6. | Contact Person: | (Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Post) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 7. | Non-Profit-Making (NPM) Operating Status: | I confirm that my KG is a NPM KG *(Please ‘✓’ ONE of the following boxes.)*:  being exempt from taxes under section 88 of the Inland Revenue Ordinance (Cap. 112) (IRO).  being an approved subsidiary to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Name of the Organisation) which is exempt from taxes under section 88 of the IRO.  *[A certified true copy of the certificate or confirmation letter from the Inland Revenue Department recognising the KG being an approved organisation/an approved subsidiary to an organisation exempt from taxes under section 88 of the IRO (Cap. 112) should be attached to this application form. KG-cum-CCCs should also submit the confirmation letter recognising the CCC portion being an approved subsidiary to the approved tax-exempt organisation of the KG or to which the KG belongs to.]* |

**Part II Curriculum**

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| I confirm that my KG is: *(Please ‘✓’ ONE of the following boxes.)*  operating classes of full local curriculum only.  operating classes of full local and non-local curriculum (only students enrolled in classes of the local curriculum will be  eligible for government subsidies under the Scheme) at all K1, K2 and K3 levels. |

**Part III Disclosure of Information for the Profile of Kindergartens and Kindergarten-cum-Child Care Centres (KG Profile)**

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| *(Please ‘✓’ the box to confirm.)*  I confirm that my KG will submit as and when specified all the required information through the designated online  platform for compilation of the KG Profile by the Education Bureau (EDB). |

**Part IV School Fee**

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| Without prejudice to the more detailed requirements set out in the Terms of the Scheme, I confirm the following:  **Section (i) – Declaration** *(Please ‘✓’ the box(es) to confirm.)*  My KG will NOT charge a school fee for a half-day (HD) place where subsidies are already sufficient for covering all operating expenses as recognised by EDB (this item is applicable to KGs operating HD courses).  My KG will NOT charge a school fee (after deduction of government subsidy) higher than the prescribed fee thresholds as specified by the Government for a half-day (HD) place and a whole-day (WD) place in any session/level/class offering local curriculum for the 2024/25 school year. My KG will also accept adjustment made by EDB to the approved school fees.  **Section (ii) Estimated school fee\*** *(only applicable to KGs not joining the Scheme in the 2023/24 school year)*  **HD Session** *(Please ‘✓’ ONE of the following boxes.):*  My KG will NOT offer HD course in the 2024/25 school year.  My KG will offer HD course in the 2024/25 school year and the school fee (after deduction of government subsidy) of a HD place is estimated to be $0.  My KG will offer HD course in the 2024/25 school year and the school fee for a HD place per instalment (after deduction of government subsidy) is estimated as $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  **WD Session** *(Please ‘✓’ ONE of the following boxes.):*  My KG will NOT offer WD course in the 2024/25 school year.  My KG will offer WD course in the 2024/25 school year and the school fee for a WD place per instalment (after  deduction of government subsidy) is estimated as $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  \* If necessary, EDB would require KGs to submit supporting information to assess the reasonableness of the estimated school fee. |

**Part V Application fee and registration fee**

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| *(Please ‘✓’ the box to confirm.):*  I confirm that my KG will NOT charge an application fee and registration fee exceeding the approved ceilings as specified by EDB. |

**Part VI Admission of children referred by the EDB**

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| *(Please ‘✓’ the box to confirm.):*  I confirm that my KG will admit children (for example, children at risk of developmental delay, etc.) referred by EDB to fill vacancies. [For details, please refer to Appendix 9 to EDB Circular No. 7/2016.] |

**Part VII Procurement Procedures and Declaration of Interests**

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| *(Please ‘✓’ the boxes to confirm.):*  I confirm that my KG will handle procurement issues and abide by relevant procurement procedures as stipulated in “Guidelines on Procurement Procedures in Kindergartens”.  I confirm that my KG will request all persons involved in procurement to sign “Undertakings by School Manager/Teaching Staff Involved in a Quotation Exercise” to commit that they will make a declaration of interest in writing to School Management Committee (SMC) as soon as possible if they know any of their family members or themselves are/will be closely connected with the suppliers (e.g. relatives, employers, shareholder, etc.). My KG will also remind the persons involved in procurement to get rid of any condition which may harm (or perceived as harm) their individual judgement and code of conduct or lead to any conflict of interest while all declarations and relevant decisions will be recorded and archived. |

**Part VIII Composition and Operation of SMCs**

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| *(Please ‘✓’ the box to confirm.):*  I confirm that the composition and operation of the SMC of my KG have fulfilled the requirements as stipulated in EDB Circular No. 15/2018, “Kindergarten Education Scheme—Strengthening School Governance and Transparency” and relevant guidelines. |

**Part IX Undertaking and Declaration**

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| 1. In consideration of the Government of the Hong Kong Special Administrative Region (“**Government**”) considering this application for joining the Kindergarten Education Scheme (“**Scheme**”): 2. I hereby declare, undertake and warrant that all information and supporting documents supplied (including those as mentioned in paragraph 5 below), and statements and representations (“**Information**”) made by me or by my KG from time to time in relation to this application submitted to the Government are true, accurate and complete. I understand that EDB will assess the eligibility of the KG based on the Information provided by me and by my KG. 3. I hereby undertake and guarantee in favour of the Government with continuing effect that: 4. my KG fulfils and will continue to fulfil the eligibility criteria for the Scheme as specified in paragraph 2 of EDB Circular Memorandum No. 206/2023 dated 24 November 2023 on “Application for Joining the Kindergarten Education Scheme 2024/25 School Year” (“**EDBCM No. 206/2023**”) throughout the Scheme Validity Period; 5. my KG will comply with EDBC No. 7/2016 and all its Appendices 2 to 10 (as may from time to time be amended or supplemented by the Government), all terms and conditions set out in Appendix 1 of EDBCM No. 206/2023 and such other requirements and directives as may from time to time be issued by the Government concerning the Scheme, as well as this Undertaking and Declaration (collectively, “**Terms of the Scheme**”); and upon being approved as an eligible KG under the Scheme; and 6. I have read and fully understood all Terms of the Scheme. 7. If this application is successful, I shall maintain all Information relating to this application and copy of this Undertaking, fully cooperate with the officers of EDB and other persons duly authorised by the Government and promptly provide all such information and documents which any one of them may from time to time request for inspection, verification, copying or otherwise for the purpose of administration and monitoring the operation of the Scheme from time to time upon reasonable notice (a) during the period when my KG is an eligible KG under the Scheme and (b) for a period of seven (7) years thereafter or upon the closure of my KG (whichever is applicable). 8. If any representation or declaration given by me or by my KG in this Undertaking and Declaration or otherwise in connection with the application is incorrect or misleading or if I fail to comply with any undertaking or guarantee of this Undertaking and Declaration, without prejudice to any powers, rights, remedies and claims that the Government may have under this Undertaking and Declaration or in law, the Government shall be entitled to immediately invalidate this application or, as the case may be, immediately revoke the KG’s status as an eligible KG under the Scheme. 9. This Undertaking and Declaration which was executed as a deed shall be governed by and construed in accordance with the laws of Hong Kong Special Administrative Region and I shall irrevocably submit to the exclusive jurisdiction of the Courts of Hong Kong Special Administrative Region. |
| |  |  |  |  | | --- | --- | --- | --- | | SIGNED SEALED AND DELIVERED BY THE SUPERVISOR: |  |  | School  Chop | |  | (Please use signature or chop above) |  | | Name of Supervisor in English: |  |  | | Name of Supervisor in Chinese: |  |  | | Hong Kong Identity Card No: |  |  | | Date: |  |  | |  |  |  |  | |
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**Part X Provision / Handling of Personal Data**

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| 1. The personal data provided in this application and in the Information provided from time to time will be used by the Permanent Secretary for Education for administering and processing of application for joining the Kindergarten Education Scheme (“**Scheme**”) and if the application is successful for administering and operation of the Scheme, and enforcement by EDB of the Scheme. It is obligatory for an applicant to supply the personal data to EDB as required in the application. Failure to comply with this requirement will render the application disqualified for further processing or affects the KG’s eligibility under the Scheme. 2. The personal data provided in the application and in other Information provided at the request of EDB will be used by EDB and disclosed within EDB and to other government bureaux or departments or public bodies (as defined in Interpretation and General Clauses Ordinance (Cap. 1), contractors, advisers and consultants for the purposes mentioned in paragraph 1 and above and also for the following purposes: (i) activities relating to the processing and verification of information contained in this application; and (ii) statistics and research purposes. 3. All documents submitted are not returnable. Data subject have the right to obtain access and make corrections to the personal data in the application in accordance with Sections 18 & 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of the Hong Kong Special Administrative Region). Enquiries concerning the personal data collected in this application, including the making of access and correction, should be addressed to *Kindergarten Administration Section, Kindergarten Education Division, Education Bureau at Room 3608, 36/F, Dah Sing Financial Centre, 248 Queen’s Road East, Wan Chai, Hong Kong*. |

**Checklist for Submission of Application**

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| 1. Has the application form been correctly filled in and Part IX Undertaking and Declaration duly signed? |  |
| 1. Have you attached a copy of the certificate or confirmation letter from the Inland Revenue Department recognising the KG portion   being exempt from taxes? |  |
| 1. (If applicable) Have you attached a copy of the certificate or confirmation letter from the Inland Revenue Department   recognising the CCC portion being exempt from taxes? |  |

**Application should be submitted on or before 11 December 2023. Incomplete application form and/or insufficient information would not be processed.**