**Annex 2**

**Kindergarten Education Scheme**

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| Please complete and submit this form by fax or by post to Kindergarten Administration 2 Section **on or before 31 March 2022** (Address: Room 1432, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong; Fax number: 3579 4010) |

**Report on Use of the Website Enhancement Grant**

To: Permanent Secretary for Education

 (Attn: Kindergarten Administration 2 Section)

 (Please put a “√” in the appropriate boxes)

**(To be filled by KG receiving the Tier-1 grant)**

1.[ ]  With the provision of the Tier-1 grant (grant rate: $10,000), our school has spent the relevant grant as stipulated in EDBCM No. 126/2020 for meeting the requirements of providing basic school information in Chinese and English in our school webpage:
Other enhancement(s) made (if applicable):

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|       |
|       |

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| **(To be filled by KG receiving the Tier-2 grant)**2. [ ]  With the provision of the Tier-2 grant (grant rate: $20,000), our school has spent the relevant grant as stipulated in EDBCM No. 126/2020 for meeting the requirements of providing all contents in Chinese and English in our school webpage (except for teaching materials in Chinese or contents produced by other organisations with only Chinese or English version available).Other enhancement(s) made (if applicable):

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|       |
|       |

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3. As at 31 December 2021, the Website Enhancement Grant of our school

[ ]  is fully depleted;

[ ]  has a balance of $

with the grant deployed mainly for procuring:
 [ ]  translation services
 [ ]  technical support services
 [ ]  other services:

(to be continued)

4. I confirm that:

(a) our school will keep separate ledger account to properly record all income and expenditure of the Website Enhancement Grant. All books of accounts, records of purchase, receipts, payment vouchers and invoices will be kept for at least 7 years by the school for accounting and auditing purposes. If the actual balance of the annual audited accounts does not match with the above, the school will notify the EDB as soon as possible to follow up; and

(b) if our school fails to provide relevant documents for review, uses the grant outside the ambit as stated in this Circular Memorandum, or fails to comply with the respective requirements under the two-tiered grant, the amount of the grant received will be fully returned to the EDB, and our application to continue joining the Scheme may also be rejected.

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|  | Name of School (Chinese)\*： |       |
|  | Name of School(English)\*： |       |
| School No. & Location No.：(Format：xxxxxx-0001) |      －      |
| School Website： |       |
| Signature of Supervisor： |  |
| Name of Supervisor： |       |
| Date： |       |

\* Must be identical to the chop