EDB Circular Memorandum No. 103/2025

**Annex (Page 1 of 2)**

**教育局通函第XX/2020號**

**Application for Relocation Grant**

**2025/26 School Year**

**To be returned on or before 31 October 2025 (Friday)**

|  |
| --- |
| **To: Permanent Secretary for Education**  **(Attn: Kindergarten Administration Section,**  **Kindergarten Education Division, Education Bureau,**  **Room 1417, 14/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong)** |

On behalf of (name of kindergarten (KG)), I wish to apply for the Relocation Grant (“the Grant”) for the 2025/26 school year.

1. Premises Information:

|  |  |  |
| --- | --- | --- |
|  | Current Premises | New Premises |
| Address |  |  |
| Area | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ sq. ft/ sq. m ^ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ sq. ft/ sq. m ^ |
| Rental period (dd/mm/yyyy) | \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_ to  \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_ to  \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_ |
| Average rental amount per month within the rental period | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Whether landlord is a related party of KG\* | No  Yes (Please specify relationship with the related party:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | No  Yes (Please specify relationship with the related party:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
| Expected date of commencement of new premises |  |  |

^ *Please delete whichever is inappropriate.*

*\* Applicant KGs should report factually accurate information. Eligibility will be cancelled if KGs are found to have withheld information or provided false information.*

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1. The following copy of document(s) is/ are enclosed for application purposes:

tenancy agreement/ contract of current premises; and

tenancy agreement/ contract of new premises/ other supporting documents.

For items (3) to (7) below, please ‘’ the boxes to confirm:

1. I undertake that my KG will continue participating in the Kindergarten Education Scheme

for four school years after receipt of the Grant in the school year concerned.

1. I confirm that my KG is not eligible for other Government subsidies/ resources or other

public resources (such as Lotteries Fund) for purposes of relocation of the KG.

1. I confirm that all information provided above is true, accurate and complete. I will provide

supporting documents when requested by the Education Bureau (“EDB”) for vetting and

approving my application.

1. I undertake to return the Grant in full to the Government if my KG is not relocated to the

new premises as planned after receipt of the Grant.

1. I undertake to follow the requirements as stipulated in EDB Circular Memorandum No.

103/2025 to return the Grant to the Government within the period and in the amount as

specified by EDB in writing.

School Chop

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| --- | --- | --- | --- |
| Signature of Supervisor: |  | | |
| Name of Supervisor: |  | | |
| Name of KG: |  | | |
| School Registration No.: |  | | |
| Tel. No.: |  | Fax No.: |  |
| Contact Person (Name): |  | (Post): |  |
| Date: |  | | |

Note: The information (including personal data), provided in this application, will be used for administering and processing of application for the Relocation Grant under the Kindergarten Education Scheme.