

Kindergarten Education Scheme
Submission of the “Registration Certificate for Kindergarten Admission” electronic application form online
<https://eform.one.gov.hk/form/edb005/en/>

Education Bureau
February 2021

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1. Important Announcement and Required Items

- 1.1 In the case of server overload as a result of the use of on-line application service by many applicants at the same time, the system will display the message of "This service is temporarily unavailable. Please try again later. Sorry for any inconvenience caused." Please save the form data and submit your online application form later.
- 1.2 Please **refrain from** using public computer to submit on-line application for the sake of personal data protection.
- 1.3 In general, it takes 15-20 minutes to complete on-line application.
- 1.4 Please make digital copy of identity documents (Format: jpg, jpeg, png or pdf; total size not more than 4.0mb) of the applicant (i.e. parent/ guardian of child) and the child ready before application.
- 1.5 For printing of "Acknowledge Slip" and the enclosed "Undertaking and Declaration" (if necessary) after completion of on-line application, please use computer device installed with a printer.
- 1.6 Please select an intended method of signing. For applicant **who chooses to submit duly signed "Undertaking and Declaration" by post**, please submit the document (enclosed in the "Acknowledge Slip" and please download/ print it out) to the Kindergarten Administration 2 Section of Education Bureau (Address: P.O. Box 23179, Wan Chai Post Office, Hong Kong) **within 10 working days** after submission of on-line application to facilitate the Education Bureau in processing your applications. For applicant who choose to use digital signing with "iAM Smart+", please make sure you have successfully upgraded to "iAM Smart+" beforehand (For details, please refer to "iAM Smart" website: <https://www.iamsmart.gov.hk/en/reg.html>).
- 1.7 Please provide your email address if you want to receive acknowledgement email for future reference. (Note : "Undertaking and Declaration" will not be attached in the e-mail.)

2. Part I – Particulars of Applicant

Application for Registration Certificate for Kindergarten Admission

1) Introduction

2) Part I - Particulars of Applicant

3) Part II - Particulars of child(ren)

4) Part III - Other Special Family Information (Applicable for child who is NOT a child of yours)

5) Part IV - Language of Correspondence

Part I - Particulars of Applicant
(Normally the applicant must be the parent of the child or else please specify in Part III with relevant supporting proofs)

Title
 Mr. Ms. Miss

Name in English * **Name in Chinese**

Identity Document Type *
 HKID Card Travel Document Other

HKID Card No. * ()

Year of Birth *

Home Address *

- 2.1 Please complete relevant fields based on the information of your identity document.
- 2.2 If the applicant is not the parent of the child, please specify in Part III with relevant supporting proofs (See para 4.1).
- 2.3 If the applicant does not live in Hong Kong, please provide an address in Hong Kong for correspondence use in addition to the home address, or else this may result in delay in mailing of the result to the applicant.

3. Part II – Particulars of Child(ren)

Application for Registration Certificate for Kindergarten Admission

1) Introduction

2) Part I - Particulars of Applicant

3) Part II - Particulars of child(ren)

4) Part III - Other Special Family Information (Applicable for child who is NOT a child of yours)

5) Part IV - Language of Correspondence

6) Supporting Documents

Part II - Particulars of child(ren)
(Particulars of other children not applying for or already applied for Registration Certificate / Kindergarten Admission Pass NOT required)

1

Name in English * **Name in Chinese**

Identity Document Type *
 HKID Card
 Hong Kong Birth Certificate
 Other

HK Birth Certificate No. * ()

Date of Birth *

- 3.1 If you have already applied for Registration Certificate for Kindergarten Admission/ Kindergarten Admission Pass by post/on-line, please **do not submit duplicate applications.**

3.2 Please complete relevant fields based on the information of the identity document(s) of your child(ren). Regarding the minimum age of children to be enrolled to corresponding kindergarten levels, please refer to para 2.1 under Part II of the “Guidance Notes on Application for Registration Certificate for Kindergarten Admission”.

3.3 If you would like to submit application for more than one child, please click “Add a child”. Each application form accepts two children’s applications at most.

4. Part III - Other Special Family Information (Applicable for child who is NOT a child of yours)

The screenshot shows the 'Application for Registration Certificate for Kindergarten Admission' form. The left sidebar lists five parts: 1) Introduction, 2) Part I - Particulars of Applicant, 3) Part II - Particulars of child(ren), 4) Part III - Other Special Family Information (Applicable for child who is NOT a child of yours), and 5) Part IV - Language of Correspondence. Part III is currently selected and highlighted in blue. The main content area displays the title 'Part III - Other Special Family Information (Applicable for child who is NOT a child of yours)' in orange. Below the title is a paragraph of instructions: 'If you have filled in Part II particulars of any child who is NOT a child of yours, please specify your relationship with the child. Please also provide copy of the identity document and authorisation letter of the child's father/mother. If such documents cannot be presented, and the child is now under your guardianship, please provide relevant supporting proofs.' A red circle highlights the label 'Relationship with the child *' and the text input field below it, which contains the placeholder text 'Please specify'.

4.1 Please specify your relationship with the child who is NOT a child of yours. If you are the parent of the stated child/children in Part II, it is not necessary to complete this part.

5. Part IV – Language of Correspondence

The screenshot shows the 'Application for Registration Certificate for Kindergarten Admission' form. The left sidebar lists five parts: 1) Introduction, 2) Part I - Particulars of Applicant, 3) Part II - Particulars of child(ren), 4) Part III - Other Special Family Information (Applicable for child who is NOT a child of yours), and 5) Part IV - Language of Correspondence. Part IV is currently selected and highlighted in blue. The main content area displays the title 'Part IV - Language of Correspondence' in orange. Below the title is the label 'Language of correspondence *' in green, followed by two radio button options: 'Chinese' and 'English'. The 'English' option is selected. A red circle highlights the 'Language of correspondence *' label and the radio button options. At the bottom right of the form, there are three buttons: 'Save', 'Back', and 'Next'. Below the buttons, it says '* Mandatory fields' and 'Last Update: 2021-02-04'.

5.1 Please choose the language of correspondence (Chinese/ English).

6. Supporting Documents

Application for Registration Certificate for Kindergarten Admission

1) Introduction	Copy of Identity Document for Applicant
2) Part I - Particulars of Applicant	Choose files or drag them here Accept file format: JPG, JPEG, PNG, PDF Total size up to 4.0 MB (Could choose up to 2 files)
3) Part II - Particulars of child(ren)	
4) Part III - Other Special Family Information (Applicable for child who is NOT a child of yours)	Copy of Identity Document for Child 1
5) Part IV - Language of Correspondence	Choose files or drag them here Accept file format: JPG, JPEG, PNG, PDF Total size up to 4.0 MB (Could choose up to 2 files)
6) Supporting Documents	
7) "Undertaking and Declaration" and Digital Signing	Copy of Identity Document and Authorisation Letter of the child's father / mother or relevant supporting proofs
8) Review & Confirm	Choose files or drag them here Accept file format: JPG, JPEG, PNG, PDF Total size up to 4.0 MB (Could choose up to 3 files)
9) Acknowledgement	

- 6.1 If the child is NOT a child of yours, please submit copy of your identity document(s) **AND** identity document(s) of the child's father/mother, authorization letter and/or other relevant supporting proofs.

7. “Undertaking and Declaration” and Digital Signing

Method of Signing

Method of Signing *

Digital signing with "iAM Smart+ / Digital Certificate"

To submit the duly signed "Undertaking and Declaration" to the Education Bureau by post

* Mandatory fields

Last Update: 2021-10-27

- 7.1 Please select an intended method of signing. For applicant **who chooses to submit duly signed “Undertaking and Declaration” by post**, please submit the document (enclosed in the “Acknowledge Slip” and please download/ print it out) to the Kindergarten Administration 2 Section of Education Bureau (Address: P.O. Box 23179, Wan Chai Post Office, Hong Kong) **within 10 working days** after submission of on-line application to facilitate the Education Bureau in processing your applications. For applicant who chooses to use digital signing with “iAM Smart+”, please make sure you have successfully upgraded to “iAM Smart+” beforehand (For details, please refer to “iAM Smart” website: <https://www.iamsmart.gov.hk/en/reg.html>).

8. Review and Confirm

Submission Acknowledgement

Please provide your email address if you want to receive acknowledgement email for future reference:

Email

Filled Form Record

After submission, an acknowledgement file in PDF format with transaction reference number and your filled information will be available for download. You may provide a password to protect that file:

Password

Confirm Password

- 8.1 Please provide an e-mail address for receiving an acknowledgement.
- 8.2 After your submission of on-line application, the system will generate a PDF file containing the "Acknowledge Slip" and "Undertaking and Declaration". You may set a password to protect that PDF file if necessary.
- 8.3 You may print/save the current webpage for your future reference. [right click your mouse and select "Print"]
- 8.4 Please check the inputted information before submission, then press the button "Submit" for submitting the on-line application to the Education Bureau.

(To Sam: Seems the screen capture cannot show the "Submit" button?)

9. Acknowledgement

Application for Registration Certificate for Kindergarten Admission

<div style="background-color: #f9f9f9; padding: 5px; border: 1px solid #ccc; margin-bottom: 5px;">1) Introduction ✓</div> <div style="background-color: #f9f9f9; padding: 5px; border: 1px solid #ccc; margin-bottom: 5px;">2) Part I - Particulars of Applicant ✓</div> <div style="background-color: #f9f9f9; padding: 5px; border: 1px solid #ccc; margin-bottom: 5px;">3) Part II - Particulars of child (ren) ✓</div> <div style="background-color: #f9f9f9; padding: 5px; border: 1px solid #ccc; margin-bottom: 5px;">4) Part III - Other Special Family Information (Applicable for child who is NOT a child of yours) ✓</div> <div style="background-color: #f9f9f9; padding: 5px; border: 1px solid #ccc; margin-bottom: 5px;">5) Part IV - Language of Correspondence ✓</div> <div style="background-color: #f9f9f9; padding: 5px; border: 1px solid #ccc; margin-bottom: 5px;">6) Supporting Documents ✓</div> <div style="background-color: #f9f9f9; padding: 5px; border: 1px solid #ccc; margin-bottom: 5px;">7) "Undertaking and Declaration" and Digital Signing ✓</div> <div style="background-color: #f9f9f9; padding: 5px; border: 1px solid #ccc; margin-bottom: 5px;">8) Review & Confirm ✓</div> <div style="background-color: #e0e0e0; padding: 5px; border: 1px solid #ccc;">9) Acknowledgement</div>	<p>Submission Details</p> <p>Thank you for using our e-Form service. Your submission has been received and will be forwarded to the concerned bureau, department or organisation for processing. Please quote the transaction reference number below for future communication related to this submission, including any enquiries or subsequent submission of supporting documents.</p> <div style="background-color: #e67e22; color: white; padding: 5px; text-align: center; margin: 10px 0;"> Print / Download "Acknowledge Slip" and "Undertaking and Declaration" Please refrain from using public computer for downloading the "Acknowledge Slip" and "Undertaking and Declaration" for the sake of personal data protection. </div> <p style="color: red; font-size: small;">Applicant is required to submit the duly signed "Undertaking and Declaration" to the Kindergarten Administration 2 Section of Education Bureau (Address: P.O. Box 23179, Wan Chai Post Office, Hong Kong) within 10 working days</p> <p>Submission Date and Time (YYYY-MM-DD HH:MM) 2021-11-09 09:30</p> <p>Transaction Reference Number EDB0055CM3T5B082</p> <p>Should you have any enquiries, please contact the respective bureau, department or organisation -For enquiries on technical support of eForm</p> <p>OGCIO eForm Support Team Hotline: 183 5500</p> <p>For enquiries on kindergarten admission arrangements</p> <p>Kindergarten Administration 2 Section – Education Bureau Hotline: 35406808 / 3540 6811 (Working hours: Mondays to Fridays 8:30am – 1:00pm, 2:00pm – 6:00pm, closed on Saturdays, Sundays and Public holidays)</p>
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Last Update: 2021-10-27

- 9.1 Please click 'Print/Download "Acknowledge Slip" and "Undertaking and Declaration"' to obtain relevant documents.
- 9.2 For applicants **who choose to submit duly signed "Undertaking and Declaration" by post**, please submit the document (it enclosed in the "Acknowledge Slip" and please download/ print it out) to the Kindergarten Administration 2 Section of Education Bureau (Address: P.O. Box 23179, Wan Chai Post Office, Hong Kong) **within 10 working days** after submission of on-line application to facilitate the

processing of your applications by the Education Bureau, or else your application will not be processed further owing to the lack of supporting information/document.

10. Enquiry

If you have any enquiries, please contact the following supporting hotlines during working hours*:

Enquiry Type	Responsible Unit	Contact Number
Technical Support on eForm	OGCIO eForm Support Team	1835 500
Kindergarten Admission Matters	Kindergarten Administration 2 Section, Education Bureau	3540 6808 3540 6811 2892 6676(hotline for parents of NCS children)

*Working hours : Mondays to Fridays 8:30am – 1:00pm, 2:00pm – 6:00pm, closed on Saturdays, Sundays and Public holidays