



(For staple)



**Education Bureau**  
The Government of the  
Hong Kong Special Administrative Region  
of the People's Republic of China

# APPLICATION FOR REGISTRATION CERTIFICATE FOR KINDERGARTEN ADMISSION

(Parents are required to submit an application **between September and November 2022**  
for their child(ren) going to study in **Nursery Class (K1) in the 2023/24 school year**)

# Please circle the appropriate box

(Please read carefully the Guidance Notes before filling in the application form)

## 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)

\* Optional to fill in

1. Title\* #  1 Mr.  2 Ms.  3 Miss

2. Name in English  
(in the same order as stated on the identity document)

3. Name in Chinese

4. Identity Document Type & No. #  A HKID Card No: \_\_\_\_\_ ( )  
 B Other Identity Document: \_\_\_\_\_ Document No: \_\_\_\_\_

5. Year of Birth \_\_\_\_\_ Y

6. Home Address Flat \_\_\_\_\_ Floor \_\_\_\_\_ Block \_\_\_\_\_  
Name of Building \_\_\_\_\_  
Estate/Village \_\_\_\_\_  
No. & Name of Street \_\_\_\_\_  
District \_\_\_\_\_

Area #  1 HK  2 KLN  3 NT

7. Correspondence Address in HK  
(please leave blank if it is the same as the home address) Flat \_\_\_\_\_ Floor \_\_\_\_\_ Block \_\_\_\_\_  
Name of Building \_\_\_\_\_  
Estate/Village \_\_\_\_\_  
No. & Name of Street \_\_\_\_\_  
District \_\_\_\_\_

Area #  1 HK  2 KLN  3 NT

8. Local Contact Telephone No. \_\_\_\_\_ (mobile\*) \_\_\_\_\_ (home)  
For receiving "Acknowledgement of Application"

For Office Use

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## Part II Particulars of child(ren)

(particulars of other child(ren) not applying for or already applied for Registration Certificate for Kindergarten Admission / Kindergarten Admission Pass NOT required)

1.a. Name in English (mandatory)  
(in the same order as stated on the identity document)

b. Name in Chinese

c. Identity Document Type & No. #  A HK Birth Certificate No: \_\_\_\_\_ ( )  
 B HKID Card No: \_\_\_\_\_ ( )  
 C Other Identity Document: \_\_\_\_\_ Document No: \_\_\_\_\_

d. Date of Birth \_\_\_\_\_ Y \_\_\_\_\_ M \_\_\_\_\_ D

e. Relationship with Applicant #  A Child  B Other (please specify in Part III with relevant supporting proofs)

f. School Year Applying for  
(please refer to para 2.1 of Part B of the Guidance Notes) #  C 2023/24 school year  E 2022/23 school year

g. Class Applying for  
(with regard to the school year selected in item f) #  N Nursery Class (K1)  L Lower Class(K2)  U Upper Class (K3)

2.a. Name in English (mandatory)  
(in the same order as stated on the identity document)

b. Name in Chinese

c. Identity Document Type & No. #  A HK Birth Certificate No: \_\_\_\_\_ ( )  
 B HKID Card No: \_\_\_\_\_ ( )  
 C Other Identity Document: \_\_\_\_\_ Document No: \_\_\_\_\_

d. Date of Birth \_\_\_\_\_ Y \_\_\_\_\_ M \_\_\_\_\_ D

e. Relationship with Applicant #  A Child  B Other (please specify in Part III with relevant supporting proofs)

f. School Year Applying for  
(please refer to para 2.1 of Part B of the Guidance Notes) #  C 2023/24 school year  E 2022/23 school year

g. Class Applying for  
(with regard to the school year selected in item f) #  N Nursery Class (K1)  L Lower Class(K2)  U Upper Class (K3)

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**Part III Other Special Family Information**

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.

Relationship with the child (Please specify) \_\_\_\_\_

For Office Use

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**Part IV Language of Correspondence**

1. Language of correspondence #  C Chinese  E English

**Part V Undertaking and Declaration**

1. The Government of the Hong Kong Special Administrative Region (hereafter referred to as "HKSAR Government") has implemented the kindergarten (KG) education scheme (hereafter referred to as "Scheme") with effect from the 2017/18 school year. As the HKSAR Government is to consider and process the application for a "Registration Certificate for Kindergarten Admission" (hereafter referred to as "RC") or "Kindergarten Admission Pass" (hereafter referred to as "AP") for my dependent(s) (particulars of whom are provided in Part II of this Form) (hereafter individually or collectively referred to as "Child") according to the "Scheme", I (that is, the undersigned with my particulars being provided in Part I of this Form) hereby acknowledge and agree as set out in Clauses 2 to 10 below.
2. I have carefully read and fully understood the "Guidance Notes on Application for Registration Certificate for Kindergarten Admission" (hereafter referred to as "Guidance Notes"). I hereby undertake that I shall comply with and ensure the Child will comply with all requirements and specifications set out in the "Guidance Notes" (as may from time to time be amended by the HKSAR Government) and such other requirements and directions from time to time be issued by the HKSAR Government regarding the application for and the conditions on use of the RC or AP.
3. I understand and agree that the RC or AP is only applicable to the eligible Child covered under the "Scheme" for registration in an eligible local non-profit-making KG under the "Scheme".
4. I understand the validity period of RC, in general, is 3 years. If the parents arrange for their children to repeat their study in certain level and hence receive KG education for more than 3 years due to personal consideration (e.g. individual conditions of the children, family factors, changing schools, etc.), the parents have to pay full school fee before deduction of subsidy under the Scheme. Under special circumstances, parents may apply for extension of the validity period of the RC. Application for extension of the validity period of RC will only be considered by the Education Bureau (EDB) on a case-by-case basis for students with special needs. The applicant must provide relevant proof, for example, an assessment report issued by the relevant registered medical practitioner or professional (e.g. paediatrician, psychiatrist, educational psychologist, clinical psychologist, etc.), confirming special needs of the child and the need for the child to pursue KG education for a period longer than the normal three years.
5. I understand, for a Scheme-KG to be disbursed with subsidy for a month, an eligible student studying in that KG must have attended classes in that month. In general, if students have been absent from school for an entire month (i.e. absent for all school days of a specific month), subsidy in respect of the student for that month would not be disbursed to the KG concerned; parents are required to pay full school fees before deduction of subsidy under the Scheme as shown on the "Fees Certificate" of the KG to which the child is admitted. If there are any special circumstances (e.g. absence due to illness for the entire month), upon receipt of justifications and documentary proof (covering all school days of the absent month) from parents, schools may apply to the EDB for subsidy. Each case would be considered on its individual merits. However, if the whole-month absence of students involves touring, disbursement of subsidy for these cases would not be considered.
6. I hereby undertake and warrant that information, supporting documents supplied and representations (hereafter collectively referred to as "information") made by me or on my behalf from time to time in relation to this application are accurate and complete. I understand that the EDB will process the application based on the information.
7. If (I) any representation given by me or on my behalf in this Undertaking and Declaration is incorrect or misleading or if a false instrument is provided; or (II) if I fail to comply with any provisions of this Undertaking and Declaration, without prejudice to any powers, rights and remedies that the HKSAR Government may have under this Undertaking and Declaration or in law, the HKSAR Government shall be entitled to immediately invalidate this application or, as the case may be, immediately invalidate the RC or AP issued; and I may be liable to litigation and/or criminal prosecution.
8. I understand and agree:
  - I. The personal data provided by means of this application (including the personal data of my own and the Child's) will be used for (i) processing and verifying the information provided in and/or in relation to this application, (ii) education-related statistics and research, and (iii) enquiry handling purpose;
  - II. The provision of the personal data by me as required in this form is obligatory, except for the information that is specified as "optional". If I fail to provide such information or supporting documents as required (e.g. copy of the identity documents), my application may be held in abeyance or be rejected;
  - III. The EDB can disclose the personal data collected to any person, company, organisation or HKSAR Government department/bureau and the KGs that the Child is admitted/transferred to; I also give consent to the organisation or HKSAR Government department/bureau concerned to release my and/or the Child's personal data to the EDB for any of the purposes stated in paragraph (I) above;
  - IV. I understand that all documents submitted in this application are not returnable. However, in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong), an applicant has the right to obtain access and make correction to the data provided by him/her. He/she can also obtain copies of his/her personal data, such request should be addressed to the EDB in writing; and
  - V. Enquiries concerning the personal data collected, including the request to access and make correction, I may refer to the "Privacy Policy" of the EDB website at <https://www.edb.gov.hk/en/privacy-policy/index.html>.
9. This Undertaking and Declaration shall be governed by and construed in accordance with the laws of Hong Kong, I and the HKSAR Government shall irrevocably submit to the exclusive jurisdiction of the Courts of Hong Kong.
10. I have read the provisions of this Undertaking and Declaration carefully and fully understood my obligations and liabilities under this Undertaking and Declaration.

Signature of Applicant: \_\_\_\_\_

Date: / /  Y  M  D

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**Checklist for Submission of Application**

1. Has the application form been correctly filled in and Part V Undertaking and Declaration duly signed?
2. Has copy of your identity document been attached?
3. Has copy of the identity document of all child(ren) been attached?
4. If the child is **not** a child of yours, have you specified your relationship with the child in Part III of the application form with relevant supporting proofs (copy of the identity document and authorisation letter of father/mother of the child)?
5. Have you provided the correspondence address in Hong Kong?
6. For application by post, have you written the correct postal address of the EDB (**P.O. Box 23179, Wan Chai Post Office, Hong Kong**) and affixed sufficient postage to the envelope for mailing the application? Please note any underpaid mail items will be disposed of by the Hongkong Post.
7. Have you retained a photocopy of the completed application form?