

2024/25 学年幼稚园幼儿班 (K1) 收生安排

「临时注册信」填表须知

申请人必须填写表格中的所有项目。

第一部：学童资料

- 1.1 英文及中文姓名必须按身份证明文件所载顺序填写。
- 1.2 出生日期必须与身份证明文件所载相同。
- 1.3 身份证明文件号码必须按身份证明文件所载顺序填写。
- 1.4 申请人须确定学童现正于一所参加幼稚园教育计划(「计划」)的幼稚园或参加「一人不占多位」措施的非「计划」幼稚园就读，并提供有关幼稚园的名称，以供本局核实。

第二部：申请人资料

- 2.1 申请人必须为学童入学注册文件(即「幼稚园入学注册证」(下称「注册证」)或「幼稚园入学许可书」(下称「入学许可书」)的原申请人，否则须递交以下文件：
 - 「注册证」/「入学许可书」的原申请人已签署的授权书；及
 - 「注册证」/「入学许可书」的原申请人及申请人的身份证明文件副本。若申请人未能提供上述文件，而学童现由申请人监护/照顾，请提供相关佐证。
- 2.2 英文及中文姓名必须按身份证明文件所载顺序填写。
- 2.3 通讯地址应为本港境内的地址。申请人如非在香港居住，请提供一个香港的通讯地址，否则在邮递结果给申请人时，可能会引致延误。
- 2.4 申请人应提供香港流动电话号码以作联系。如提供香港流动电话号码，本局会在收到申请表后7个工作日内以短讯形式发出「申请确认通知」予申请人。非本地的联络电话号码概不接受。

第三部：申请原因

- 3.1 请在第三部选择或说明申请「临时注册信」的原因。

第四部：承诺及声明

- 4.1 请细阅本须知内每一环节，并在申请表签名作实。若未有签署，教育局将不会处理有关申请。
- 4.2 申请人可参考载于附录的已填写表格样本。

第五部：其他注意事项

- 5.1 成功获发「临时注册信」的申请人切勿复制、转让及 / 或擅自修改「临时注册信」及其所载内容，一经发现有任何欺诈或虚假情况，本局会保留取消「临时注册信」及追究的权利。
- 5.2 申请人须影印及备存一份已填妥的申请表格，以作查询及参考之用。

第六部：查询

- 6.1 有关申请「临时注册信」的详情可浏览教育局网页（https://www.edb.gov.hk/k1-admission_sc）
[路径: 2024/25 学年幼稚园幼儿班 (K1) 收生安排 > 9. 申请「临时注册信」]，或致电 3540 6808 / 3540 6811 联络教育局职员（办公时间：星期一至星期五上午 8:30 至下午 1:00，下午 2:00 至 6:00，星期六、日及公众假期休息）或 24 小时自动电话查询系统 2891 0088。

* 递交申请前的复核清单

（请申请人在完成以下事项后，在适当方格内填上 ✓ 号）

1. 已填妥申请表格各项及核对所有资料正确无误，并于第四部「承诺及声明」签署。
2. (如你并非学童入学注册文件的原申请人)已夹附已签署的授权书、原申请人及你的身份证明文件副本。
3. 已填写正确的教育局地址(香港湾仔皇后大道东 213 号胡忠大厦 14 楼 1432 室)，并在信封面注明：「*申请临时注册信*」。
4. 已贴上足够邮资以邮寄申请。请留意邮资不足的邮件，一律会由香港邮政处理。
5. 已影印及备存一份已填妥的申请表格，以作查询及参考。

2024/25 學年幼稚園幼兒班(K1)收生安排
「臨時註冊信」申請表格Admission Arrangements for Nursery (K1) Classes in Kindergartens (KGs) for the 2024/25 School Year
Application Form for Provisional Registration Letter (PRL)「臨時註冊信」只適用於準備重讀 K1/轉校的學生，而有關入學有效註冊文件正由現時就讀的幼稚園保管¹。“PRL” is only applicable to student who will repeat K1 / change to another KG and his / her admission registration document is being kept by the KG currently attending¹.

請於填表前詳閱 (1)「臨時註冊信」申請指引及 (2)「臨時註冊信」填表須知(下稱「填表須知」)，並用黑色原子筆以正楷填寫全份表格及簽署。

Please read carefully (1) Guidance Notes on Application for “PRL” and (2) Notes for Completion of Application Form for “PRL” (the Notes) before completing this application form.

The form should be filled in BLOCK LETTERS and duly signed, using black pen.

第一部 學童資料

Part I Particulars of Student

1. 英文姓名 Name in English : (必須按身份證明文件所載順序填寫 in the same order as stated on the identity document)	C H A N Y A T M I N G
2. 中文姓名 Name in Chinese :	陳 一 明
3. 出生日期 Date of Birth :	2 0 2 0 Year 0 7 Month 1 1 Day
4. 性別 Sex :	# <input checked="" type="radio"/> M 男 Male <input type="radio"/> F 女 Female
5. 身份證明文件類別及號碼 Identity Document (ID) Type & No. :	# <input checked="" type="radio"/> A 香港出生證明書號碼 HK Birth Certificate No. S 2 3 4 5 6 7 (8) <input type="radio"/> B 香港身份證號碼 HKID Card No. () <input type="radio"/> C 其他身份證明文件類別 Other ID 證明文件號碼 Document No. _____
6. 現時就讀的幼稚園名稱 Name of the KG Currently Attending	好開心幼稚園

第二部 申請人資料 (申請人必須為入學註冊文件的原申請人²)Part II Particulars of Applicant (The applicant must be the original applicant of the admission registration document²)

1. 英文姓名 Name in English : (必須按身份證明文件所載順序填寫 in the same order as stated on the identity document)	C H A N T A I M A N
2. 中文姓名 Name in Chinese :	陳 大 文
3. 與學童的關係 Relationship with the Student :	# <input checked="" type="radio"/> F 父 Father <input type="radio"/> M 母 Mother <input type="radio"/> O 其他 (請註明) Others (please specify)
4. 香港通訊地址 HK Correspondence Address :	FLAT 301, 30/F, TSUI YAN HOUSE KWAI CHUNG, NT
5. 本地聯絡電話號碼 Local Contact Telephone No. :	9 8 7 6 5 X X X 如提供香港流動電話號碼，「申請確認通知」會以短訊形式發出。 If a Hong Kong mobile phone number is provided, an “Acknowledgement of Application” will be sent via SMS.

第三部 申請原因

Part III Reason for Application

上述學童已獲發「幼稚園入學註冊證」(「註冊證」)/「幼稚園入學許可書」，有關文件正由現時就讀的幼稚園保管。本人基於以下原因為上述學童申請「臨時註冊信」。

The “Registration Certificate for Kindergarten Admission” (“RC”) / “Kindergarten Admission Pass” has already been issued to the above student and is being kept by the KG currently attending. I apply for a “PRL” for the above student owing to the following reason(s):

- # R 本人打算安排學童於 2024/25 學年重讀* K1，而有關幼稚園參加幼稚園教育計劃/「一人不佔多位」措施。
I intend to arrange the student to repeat* K1 in the 2024/25 school year in a KG under the Kindergarten Education Scheme / “Not More Than One Place for Each Child” measure.
- C 本人打算安排學童於 2024/25 學年轉讀另一所參加幼稚園教育計劃/「一人不佔多位」措施的幼稚園。
I intend to arrange the student to change to another KG in the 2024/25 school year which is under the Kindergarten Education Scheme / “Not More Than One Place for Each Child” measure.
- O 其他 (請註明)
Others (please specify) _____

* 「註冊證」的有效期一般為三年，若個別家長因個人考慮(例如：學童個別情況、家庭因素、轉校等)安排子女重讀某一級別而延長幼稚園教育超過三年，家長一般須支付未扣減「計劃」資助前的全額學費。在特殊情況下，家長可向本局申請延長「註冊證」的有效期。教育局只會就有特殊需要學童的個別情況考慮延長「註冊證」有效期的申請。申請人必須提供相關證明，如由相關註冊醫生或專業人士(例如：兒科專科醫生、精神科醫生、教育心理學家、臨床心理學家等)簽發的評估報告，證明學童有特殊需要而需要就讀幼稚園的年期較一般的三年為長。

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 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.

¹ 本表格及相關「臨時註冊信」的有效期由 2023 年 11 月 1 日至 2024 年 8 月 31 日止。 This form and relevant “PRL” are valid from 1st November 2023 to 31st August 2024.

² 請參考填表須知第 2.1 節。 Please refer to Para 2.1 of the Notes for Completion.

請(圈)選適用方格。 Please circle the appropriate box.

第四部 承諾及聲明
Part IV Undertaking and Declaration

1. 本人特此聲明為上述學童申請「臨時註冊信」，並會負責就此申請與教育局的聯繫及跟進。
I hereby declare to apply for the "Provisional Registration Letter" ("PRL") for the student and will be responsible for the application and follow-up with the Education Bureau (EDB).
2. 本人特此確認，在本申請所填報的一切資料均屬真實、準確及完整。
I hereby confirm that all information supplied in this application is true, accurate and complete.
3. 本人已詳細閱讀並完全明白「臨時註冊信」申請指引及填表須知所載的全部內容，並特此承諾會遵守申請指引及填表須知內的一切要求和細則，以及教育局就申請「臨時註冊信」不時發出其他的修訂或補充。
I have carefully read and fully understood all the contents of the Guidance Notes on Application for the "PRL" and the Notes for Completion, and I hereby undertake that I will comply with all the requirements and specifications set out in the above two Notes, and any other amendment or supplement to the application for the "PRL" issued by EDB.

4. 個人資料收集聲明

本人明白並同意：

Personal Information Collection Statement

I understand and agree:

收集個人資料的目的

Purpose of Collection

- (a) 申請人就本表格提供的個人資料，會供教育局用於以下一項或多項用途：
- (i) 處理、核實、審核資格及查證臨時註冊信，各項補助和津貼，以及由教育局提供的教育服務的申請；
 - (ii) 就上文(i)項所述申請的處理、核實、審核資格及查證，將個人資料與政府相關政策局／部門資料庫進行核對；
 - (iii) 將個人資料與教育局資料庫進行核對，以核實／更新教育局的記錄；以及
 - (iv) 編製統計資料、研究及政府刊物。

The personal data provided by the applicant in this form will be used by EDB for one or more of the following purposes:

- (i) Activities relating to the processing, authentication and assessment on eligibility and counter-checking of the application for Provisional Registration Letter, individual grant and subsidy as well as education service provided by EDB;
 - (ii) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication, assessment on eligibility and counter-checking of the application mentioned in (i) above;
 - (iii) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of EDB; and
 - (iv) Activities relating to compilation of statistics, research and Government publications.
- (b) 申請人必須按本表格的要求及於教育局處理本表格的過程中提供個人資料。假如申請人沒有提供該等個人資料，教育局可能無法辦理或繼續處理有關申請。
The provision of personal data required by this form and during the processing of this form is obligatory. In the event that the applicant do not provide those personal data, EDB may not be able to handle or further process the application.

可獲轉移資料者

Classes of Transferees

- (c) 申請人提供的個人資料會供教育局人員取閱。除此之外，教育局亦可能會向下列各方或在上述情況轉移或披露該等個人資料：
- (i) 政府其他政策局及部門，包括入境事務處及學生資助處，以用於上文第(a)段所述的用途；
 - (ii) 與本表格相關的學校，以用於上文第(a)段所述的用途；
 - (iii) 申請人曾就披露個人資料給予訂明同意；以及
 - (iv) 根據適用於香港的法例或法庭命令授權或規定披露個人資料。

The personal data provided by the applicant will be made available to persons working in EDB. Apart from this, EDB may be transferred or disclosed to the parties or in the circumstances listed below:-

- (i) other Government bureau and departments, including Immigration Department and Student Finance Office, for the purposes mentioned in paragraph (a) above;
- (ii) the school in which the form relates for the purposes mentioned in paragraph (a) above;
- (iii) where the applicant has given his / her prescribed consent to such disclosure; and
- (iv) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

查閱個人資料

Access to Personal Data

- (d) 申請人有權要求查閱及更正教育局所持有關於他／她的個人資料。如需查閱或更正個人資料，請以書面向以下人士提出：高級文書主任(幼稚園行政 2)1 (郵寄地址：香港灣仔郵政局郵政信箱 23179 號；電郵地址：scokga21@edb.gov.hk)。
The applicant has the right to request access to and correction of his / her personal data held by EDB. Request for access or correction of personal data should be made in writing to Senior Clerical Officer (Kindergarten Administration 2)1 at P.O. Box 23179, Wan Chai Post Office, Hong Kong or email to scokga21@edb.gov.hk.

5. 本人已細閱本承諾及聲明，並完全明白本人在本承諾及聲明下的義務及責任。
I have read the provisions of this Undertaking and Declaration carefully and fully understood my obligations and liabilities under this Undertaking and Declaration.
6. 本人明白有關「臨時註冊信」只供臨時註冊之用，而申請人亦須確保學童具在香港入學的資格。
I understand that the "PRL" is for provisional registration purpose only. Applicant also needs to make sure that the student is eligible to study in Hong Kong.

申請人簽署：
Signature of Applicant :

日期(年/月/日)：
Date (Year/Month/day) :

陳大文

2023/11/10