

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

Education Bureau
September 2023

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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 online 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 online application for the sake of personal data protection.
- 1.3 In general, it takes 15-20 minutes to complete online 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. Please ensure that the image of the uploaded documents are clear and non-reflective. The format requirements should also be met.
- 1.5 For printing of “Acknowledge Slip” and the enclosed “Undertaking and Declaration” (if necessary) after completion of online 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 online 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.)
- 1.8 To avoid delay in processing, please do not submit duplicate applications (including both online and paper application forms).

2. Part I – Particulars of Applicant

The screenshot shows the 'Part I - Particulars of Applicant' section of the application form. The left sidebar lists five sections: 1) Introduction, 2) Part I - Particulars of Applicant (highlighted), 3) Part II - Particulars of child(ren), 4) Part III - Other Special Family Information, and 5) Part IV - Language of Correspondence. The main form area contains the following fields:

- Title**: Mr. (selected), Ms., Miss
- Name in English**: Chan Tai Man
- Name in Chinese**: (empty)
- Identity Document Type**: HKID Card (selected), Travel Document, Other
- HKID Card No.**: A123456 (3)
- Year of Birth**: 1980
- Home Address**: (empty)

- 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)

The screenshot shows the 'Part II - Particulars of child(ren)' section of the application form. The left sidebar lists nine sections: 1) Introduction, 2) Part I - Particulars of Applicant, 3) Part II - Particulars of child(ren) (highlighted), 4) Part III - Other Special Family Information, 5) Part IV - Language of Correspondence, 6) Supporting Documents, 7) *Undertaking and Declaration* and Digital Signing, 8) Review & Confirm, and 9) Acknowledgement. The main form area contains the following fields for child #1:

- Name in English**: Chan Siu Man
- Name in Chinese**: (empty)
- Identity Document Type**: HKID Card, Hong Kong Birth Certificate (selected), Other
- HK Birth Certificate No.**: S123456 (2)
- Date of Birth**: 2021-06-02
- Relationship with Applicant**: Child (selected), Other
- School Year Applying for**: 2024/25 School Year (selected), 2023/24 School Year
- Class Applying for**: K1 (selected), K2, K3

An 'Add a child' button is located at the bottom right of the form area.

- 3.1 If you have already applied for Registration Certificate for Kindergarten Admission/ Kindergarten Admission Pass by post / online, 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 B 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)**

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

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

- 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

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 IV - Language of Correspondence

Language of correspondence *

Chinese English

* Mandatory fields

Save Back Next

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

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
- 7) "Undertaking and Declaration" and Digital Signing

Please check the following information before submission. You may go back to make changes as needed.

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.

Name in English **Name in Chinese**
Chan Tai Man

Identify Document Type
HKID Card

HKID Card No
A123456 (3)

Year of Birth
1982

Home Address

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

Save Back Next

Last Update: 2021-10-27

7.1 Please check all filled information before submission. You may click “Back” to make changes if necessary.

7.2 Please select a method of signing after checking all the filled information is correct. 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 online 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

* Mandatory fields

- 8.1 Please provide an e-mail address for receiving an acknowledgement.
- 8.2 After your submission of online 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 online application to the Education Bureau.

9. Acknowledgement

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	✓
7) "Undertaking and Declaration" and Digital Signing	✓
8) Review & Confirm	✓
9) Acknowledgement	

Submission Details

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.

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.

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

Submission Date and Time (YYYY-MM-DD HH:MM)
2021-11-09 09:30

Transaction Reference Number
EDB0055CM3T5B082

Should you have any enquiries, please contact the respective bureau, department or organisation -For enquiries on technical support of eForm

OGCIO eForm Support Team
Hotline: 183 5500

For enquiries on kindergarten admission arrangements

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)

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 (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 online 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*:

Type of Enquiry	Responsible Department	Contact Number	Email
Technical Support on eForm	Office of the Government Chief Information Officer eForm Support Team	183 5500 (handled by 1823) (24-hour service)	enquiry@1835500.gov.hk
iAMSmart	Office of the Government Chief Information Officer	182 123 (24-hour service)	enquiry@iamsmart.gov.hk
Kindergarten Admission Matters	Kindergarten Administration 2 Section, Education Bureau*	3540 6808 3540 6811 2892 6676 (hotline for parents of non-Chinese speaking children)	edbinfo@edb.gov.hk

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