



IMPORTANT NOTES

- Please read every paragraph of the Guidance Notes carefully before completing the Application Form.
- Application for “Registration Certificate for Kindergarten Admission” (hereafter referred as “RC”) is a family-based application. Each family is advised to submit **ONLY ONE** application form for all eligible children of the family. If a child can receive education in Hong Kong but is not eligible for receiving the subsidy, the Education Bureau will then issue a “Kindergarten Admission Pass” (hereafter referred as “AP”) to the child concerned.
- The personal data provided by the applicant will be used by the Education Bureau to process the application for the RC / AP. Applicants are reminded that if any representation given is incorrect or misleading or if a false instrument is provided; or if they fail to comply with any provisions of the Undertaking and Declaration (i.e. Part V of the Application Form), relevant parties shall be entitled to immediately invalidate this application or, as the case may be, immediately invalidate the RC / AP issued; and the applicants may be liable to litigation and / or criminal prosecution.

A - General Information

1. Kindergarten Education Scheme

- 1.1 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 to improve the quality of KG education in various aspects through different measures. On the scope of the “Scheme”, the HKSAR Government will provide basic subsidy which would cover half-day service in local non-profit-making (NPM) KGs to benefit all eligible KG children (including nursery (K1), lower KG (K2) and upper KG (K3) classes). To unleash the potential of the local labour force under the population policy, additional resources will be provided for eligible KGs offering whole-day and long whole-day services to encourage them to offer such services at a more affordable rate.
- 1.2 To be eligible to join the “Scheme”, KGs should be NPM and offer a local curriculum that conforms with the KG curriculum guidelines published by the Education Bureau (EDB), with proven track records on providing quality KG education. KGs are also required to meet a certain eligibility criteria such as requirements in teacher qualifications, teacher-pupil ratio, level of school fees, etc. Please refer to EDB’s website (www.edb.gov.hk) for information on KGs joining the “Scheme” (Scheme-KGs) and other details.

2. Admission Arrangements for K1 Classes in KGs in the 2024/25 School Year

- 2.1 KGs in Hong Kong have been characterised by its flexibility and diversity, among others, including local/non-local, NPM/private independent KGs, as well as providing different modes of services. Parents can choose a KG suitable for their children with regard to their needs while KGs have discretion on student admission. Under the “Scheme”, EDB will continue to implement the Admission Arrangements for K1 classes in KGs for the 2024/25 school year (hereafter referred to as “2024/25 K1 Admission Arrangements”) with a view to facilitating the smooth operation of the admission process of KGs and helping parents confirm early a KG place for their child. Parents who wish to apply for admission to a K1 class in a Scheme-KG for their children in the 2024/25 school year should follow the procedure set out below. The procedure is applicable to all NPM KGs joining the “Scheme”.
- 2.2 Parents are required to apply to EDB for an RC from September to November 2023. Upon receipt of the application with all necessary information and documents provided, EDB will generally take six to eight weeks to complete processing of the application and issue the RC to applicants who are eligible for receiving subsidy under the “Scheme” by post. If a child cannot obtain an RC as he / she can receive education in Hong Kong but is not eligible for receiving subsidy under the Scheme, EDB will then issue an AP to the child concerned for registration and admission to a Scheme-KG but the parents concerned 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.
- 2.3 Even though the parents are not sure about their children’s eligibility for applying for the RC or wish to apply for the AP, they should follow the requirements stated in paragraph 2.2 and apply for the RC (hereafter referred to as Application for the RC). EDB will assess the eligibility of the application concerned and issue an RC or AP to the child.
- 2.4 EDB will issue an RC or AP (hereafter referred to as registration document) to each child who can receive education in Hong Kong and all Scheme-KGs can only admit children holding valid registration documents.
- 2.5 The RC will be used for registration for K1 during the Centralised Registration Dates (i.e. 4 to 6 January 2024). Due to the processing time of the RC, parents are required to submit their applications for the RC to EDB by 30 November 2023 at the latest. Otherwise, the RC / AP will generally not be issued before the Centralised Registration Dates for K1 registration.
- 2.6 Parents should understand from KGs about their school-based admission mechanism, including the procedure, criteria, interview arrangements, application fee, etc. They should obtain application forms and submit applications for admission in accordance with the requirements as specified by individual KGs. KGs will inform parents of the admission application result before **15 December 2023**.
- 2.7 Upon receipt of notification(s) of admission, parents should, after careful consideration, choose one KG for registration. They are required to submit the RC / AP and pay registration fee at the KG to complete the registration procedure during the **Centralised Registration Dates (i.e. 4 to 6 January 2024)**. This measure is to prevent a child from hoarding a number of places at one time, which would affect other children.

- 2.8 The RC / AP is issued by EDB and should be kept by the KG that the child is registered with. If the child is admitted after the Centralised Registration Dates, he / she is still required to submit the RC / AP for registration. If a parent wishes to change school after registering with a KG, he / she is required to get back the RC / AP from the KG with which he / she has registered and submit the registration document to the KG that the child is being transferred to for registration. Upon getting back the RC / AP from a KG, the KG concerned will no longer reserve the place for that child. Normally, the registration fee paid to the KG with which the child has registered will not be refunded.
- 2.9 EDB will release K1 vacancy information from late January 2024 onwards (i.e. after the Centralised Registration Dates). If necessary, parents may obtain the information via EDB’s website, Regional Education Offices and EDB’s hotline.

3. Eligibility Criteria for Application for the RC

- 3.1 The child(ren) must be Hong Kong residents with right of abode, right to land or valid permission to remain without any condition of stay (other than the limit of stay) in Hong Kong (please provide relevant supporting documents as listed in paragraph 2.3 of Part B).
- 3.2 The child(ren) who will be attending KG classes in the 2024/25 school year must be born on or before 31 December 2021. The child(ren) who will be attending KG classes in the 2023/24 school year must be born on or before 31 December 2020.
Please note that the child(ren) who were born on or after 1 January 2022 are NOT eligible to apply for the RC.
- 3.3 Child(ren) holding visit visas, two-way exit permits, student visas only or whose sponsors are student-visa / visit-visa holders are not eligible to apply for the RC.
- 3.4 Children reaching the age of 6 or above should normally attend primary schools. For enquiry on admission to Primary One, parents may call the School Places Allocation Section of EDB at 2832 7700 or EDB’s 24-hour automatic telephone enquiry system at 2891 0088. Parents may submit an application for the RC to EDB for consideration together with documentary proof showing the admission of their children to a KG in the forthcoming school year and a declaration from the parents that their children have not participated in the Primary One Admission for September of coming year.
- 3.5 Since each child should have a valid registration document for admission to Scheme-KGs, EDB will issue an AP to child(ren) who have right to receive education in Hong Kong but ineligible for issuance of the RC, hence, cannot receive subsidy under the “Scheme”. Holders of AP could register and be admitted to a Scheme-KG but their 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.

4. Application Procedures for the RC

- 4.1 The application procedures are shown as below:

Methods of submitting application forms

- (a) Applicants may submit the completed application form and copies of the relevant supporting documents to Kindergarten Administration 2 Section, EDB (P.O. Box 23179, Wan Chai Post Office, Hong Kong) by post with sufficient postage;
- (b) Applicants may enclose the documents for the application in an envelope, sealed with front cover labelled “Application for Registration Certificate for Kindergarten Admission” and drop it into the drop-in box of EDB on 14/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong (Opening hours of drop-in box: Mondays to Fridays 8:30 a.m. to 6:00 p.m., closed on Saturdays, Sundays and Public holidays); or
- (c) Applicants can submit application on-line (url: <https://eform.cefs.gov.hk/form/edb005/en/>).



For applications submitted by methods (a) and (b) above, EDB will issue “Acknowledgement of Application” to applicants by sending SMS to the applicants’ mobile phone number or issuing acknowledgement letter by post to the applicants within 10 working days from the date of receipt of the applications. If applicants do not receive any acknowledgment from EDB three weeks after submitting their application forms, please call EDB at 3540 6808 / 3540 6811 or 24-hour automatic telephone enquiry system at 2891 0088 to check whether the application has been received to avoid delay in application processing due to wrong / unsuccessful delivery.

Note: Applicants who wish to receive SMS for acknowledging receipt of their applications must provide a valid local mobile phone number in the application forms. Otherwise, EDB will issue the acknowledgement letter by post to the applicants.

For applications submitted by method (c) above, please provide your email address if you want to receive acknowledgment email for future reference.



Upon receipt of the applications with all necessary information and documents provided, EDB will generally take six to eight weeks to complete processing of the applications and issue the RC / AP to eligible applicants by post. Applicants who are required to provide supplementary information will be notified later and in such case, the processing time would be lengthened pending their response on the provision of supplementary information.

Note: If the RC / AP will be used for registration for K1 during the Centralised Registration Dates, parents are required to submit their applications for the RC to EDB by 30 November 2023 at the latest. Otherwise, the RC / AP will generally not be issued before the Centralised Registration Dates.

4.2 Completed application form together with the copies of the relevant supporting documents may be put in an envelope with **sufficient postage affixed for sending back the application to EDB by post** (Please ensure that sufficient postage is paid to avoid unsuccessful delivery of application. Any underpaid mail items will be disposed of by the Hongkong Post, in such case EDB will not be able to process the application). The address of EDB is provided at the bottom part of page 6 of this Guidance Notes. Alternatively, applicants may enclose the application form and supporting documents in a sealed envelope labelled as “**Application for Registration Certificate for Kindergarten Admission**” and drop the envelope into EDB drop-in box (Opening hours of drop-in box: Mondays to Fridays 8:30 a.m. to 6:00 p.m., closed on Saturdays, Sundays and Public holidays). Applicants may also submit application on-line (url: <https://eform.cefs.gov.hk/form/edb005/en/>). For details, please refer to paragraph 4.1 above.

4.3 Return of application form by fax or by email will NOT be accepted.

4.4 The recommended application period is set out below (applicable to the child(ren) who will be attending KG classes in the 2024/25 school year):

Expected Admission Time to KG	Recommended Application Time
Commencement of the 2024/25 School Year	September to November 2023
After the commencement of the 2024/25 School Year	Six to eight weeks before admission / registration

Child(ren) who start to attend KG classes and submit applications for the RC sometime after the commencement of a school year and are issued the RC / AP will be able to admit to eligible KGs within the school year they submit the applications. **The validity period for the child concerned to study in the eligible KG will be shortened accordingly and the month of application will be duly specified on the RC / AP.**

4.5 Change to Information Provided in the Application:

If there is any change to the information (e.g. name) provided by the applicants or the applicants wish to amend or provide supplementary information in relation to their applications submitted during the application processing stage, they must notify EDB in writing promptly. Any changes must be made known to EDB no later than 30 calendar days from the date of occurrence of changes. The written notification must be duly signed and submitted together with copies of the relevant supporting documents to EDB. Where necessary, EDB may also request for additional information from the applicants to process the applications. If applicants fail to provide the necessary information within 30 calendar days from the date of request for additional information, the applications will automatically become invalid. Multiple applications from the same applicant may lead to delay in application processing.

4.6 Application for Re-assessment:

If applicants disagree with the results of their assessment, they may apply in writing to EDB for re-assessment within 30 calendar days from the issue dates of the notifications of result, providing detailed justifications and documentary evidence in support of their applications, if applicable. The applications for re-assessment must be duly signed by the applicants. Re-assessment of eligibility normally takes six to eight weeks.

4.7 Application for other Financial Assistance:

4.7.1 Under the “Scheme”, the HKSAR Government will provide subsidy to eligible local NPM KGs. Needy families may apply to the Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency (WFSFAA) **separately** for financial assistance under the Kindergarten and Child Care Centre Fee Remission Scheme (“KCFRS”) and the Grant for School-related Expenses for Kindergarten Students (“Grant-KG”). Eligible KG student-applicants holding valid RC will be provided with fee remission under KCFRS (if applicable) and Grant-KG. Families applying for the above student financial assistance schemes are subject to the eligibility requirements of the concerned schemes. New applicants should return the completed “Household Application Form for Student Financial Assistance Schemes (2024/25)” to the SFO through online submission or by post as soon as possible starting from July 2024. The application form, application procedures and details of the concerned schemes can be found at the WFSFAA’s website.

4.7.2 Parents in receipt of the Comprehensive Social Security Assistance with children to be admitted to KGs in the 2024/25 school year, like parents of other pre-primary children, are required to apply to EDB for the RC, so as to use it as the document for registration with an eligible local NPM KG under the “Scheme”.

5. Provision / Handling of Personal Data

5.1 **It is the responsibility of applicants to complete the application forms fully and truthfully and to provide all supporting documents. Applicants are reminded to go through the "Checklist for Submission of Application" on page 6 to ensure the supporting documents required are prepared for the application. EDB will assess the eligibility of the child(ren) based on the information provided by the applicants. Insufficient information may lead to delay in processing or even render the applications disqualified for further processing, resulting in invalidation of an application by EDB.**

5.2 The personal data provided in the application and any supplementary information (e.g. missing identity document) provided on the request of EDB 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 Registration Certificate for Kindergarten Admission, 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.

- 5.3 The personal data provided by the applicant will be made available to persons working in EDB. Apart from this, they 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 5.2 above;
 - (ii) the school in which the form relates for the purposes mentioned in paragraph 5.2 above;
 - (iii) personnel, agent, service provider or organizations, including companies providing data preparation service, engaged by EDB to provide services or advice for purposes mentioned in paragraph (a) above;
 - (iv) where the applicant has given his / her prescribed consent to such disclosure; and
 - (v) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.
- 5.4 Any misrepresentation, omission of facts or provision of a false instrument will lead to disqualification and possible prosecution.
- 5.5 All documents submitted are not returnable. 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.

6. Enquiry

- 6.1 Applicants may visit EDB's website at www.edb.gov.hk for details of the "Scheme" and applications for RC. For enquiries on individual applications, applicants may also call EDB at 3540 6808 / 3540 6811 (Working hours: Mondays to Fridays 8:30 a.m. to 1:00 p.m., 2:00 p.m. to 6:00 p.m.; closed on Saturdays, Sundays and Public Holidays) or 24-hour automatic telephone enquiry system at 2891 0088.

B - Notes on How to Complete the Application Form

Please fill in the form clearly in **black** or **blue ink** and complete Parts I to V according to the instructions stated in the application form and the Guidance Notes.

Part I Particulars of Applicant

- 1.1 Applicant may choose to indicate "Title" to facilitate future communication.
- 1.2 Applicant should put down his / her English and Chinese name according to **the same order as stated on his / her identity document**. If the child(ren) is / are not your child(ren), you should specify your relationship with the child(ren) and provide copy of the identity document of the child(ren)'s father / mother, as well as an authorisation letter. If the applicant is unable to provide the documents concerned and the child(ren) is / are under his / her guardianship, please provide relevant supporting proofs. If the child(ren) is / are permitted to remain in Hong Kong temporarily, applicant must also be the sponsor of the child(ren) (i.e. dependent(s)).
- 1.3 Applicant should put down his / her Hong Kong Identity (HKID) Card number and submit a copy of his / her valid HKID card. If HKID card is not available, the applicant shall complete the part of "Other Identity Document" and submit copies of other valid identity documents (e.g. Mainland identity card, travel document, etc.).
- 1.4 Correspondence address must be an address within the territory of Hong Kong. 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.

Part II Particulars of Child(ren)

- 2.1 Child(ren) whose particulars to be filled in must meet the eligibility criteria set out in paragraph 3.1 and 3.2 of Part A. The minimum age of the children to be enrolled to corresponding KG levels is appended below:

Attending KGs in the 2024/25 school year

Suitable Class Level for Enrolment	Age of the Children as at 31 August 2024
Nursery (i.e. K1)	Minimum age of 2 years and 8 months (born on or before 31.12.2021)
Lower KG (i.e. K2)	Minimum age of 3 years and 8 months (born on or before 31.12.2020)
Upper KG (i.e. K3)	Minimum age of 4 years and 8 months (born on or before 31.12.2019)

Attending KGs in the 2023/24 school year

Suitable Class Level for Enrolment	Age of the Children as at 31 August 2023
Nursery (i.e. K1)	Minimum age of 2 years and 8 months (born on or before 31.12.2020)
Lower KG (i.e. K2)	Minimum age of 3 years and 8 months (born on or before 31.12.2019)
Upper KG (i.e. K3)	Minimum age of 4 years and 8 months (born on or before 31.12.2018)

- 2.2 The English and Chinese name **should be in the same order** as stated on the identity document.
- 2.3 To prove the Hong Kong resident status of the child, the applicant should submit **a copy of the Hong Kong Birth Certificate (HKBC) (with the word “Established” shown in the “Status of Permanent Resident” column)** of the child.

If HKBC is not available or if the HKBC bears the words “Not Established”, the applicant must submit a copy of one of the following valid identity documents of the child(ren) (together with a copy of the HKBC, if available) -

- (a) Hong Kong Special Administrative Region (HKSAR) Re-entry Permit;
- (b) HKSAR Document of Identity for Visa Purposes (pages 1 to 3);
- (c) HKSAR Passport;
- (d) Hong Kong Permanent Identity Card;
- (e) One-way Exit Permit and HKSAR Document of Identity for Visa Purposes;
- (f) Entry Permit issued by the HKSAR Government or travel documents issued by other countries / territories bearing a valid permission to remain without any condition of stay (other than the limit of stay) in Hong Kong; or
- (g) Permit to Remain in the HKSAR (ID235B).

If the identity document of child belongs to category (f) or (g) above, the applicant and the child have to present copies of their own valid travel documents (including pages showing the bearer’s particulars, the latest visa label issued by the Immigration Department of the HKSAR Government and the latest “Permission to remain” stamp issued by the Immigration Department indicating the latest period of lawful stay of the applicant and the child) to EDB as well.

Part III Other Special Family Information

- 3.1 If the child(ren) is / are not your child(ren), you should specify your relationship with the child(ren) and provide a copy of the identity document of the child(ren)’s father / mother, as well as an authorisation letter. If the applicant is unable to provide the documents concerned and the child(ren) is / are under his / her guardianship, please provide relevant supporting proofs.

Part IV Language of Correspondence

- 4.1 Applicant should circle the language of correspondence. If no indication is given, EDB will make reference to the language that the applicant used in completing the application form for correspondence.

Part V Undertaking and Declaration

- 5.1 Please read through the paragraphs in the Guidance Notes and sign in the space provided in Part V Undertaking and Declaration of the application form. EDB will not process the application if this part is not properly signed.
- 5.2 Applicant may refer to the sample of the completed form attached in **Appendix**.

C - Notes on RC / AP to be Issued

- 1.1 The RC / AP is a registration document for child(ren) to admit to an eligible KG under the “Scheme”. The validity period of the RC / AP is determined on the basis of the classes and the school year the eligible child(ren) is / are applying for, the period of lawful stay of the child(ren) and the date of the application to be received by EDB. The validity period will normally range from 1 to 3 years. Details are illustrated in the table below:

Applying for the 2024/25 school year

Class Level to be Enrolled	Validity Period of the RC / AP
Nursery (i.e. K1)	From the commencement of the 2024/25 school year to the end of the 2026/27 school year
Lower KG (i.e. K2)	From the date of the application to be received by EDB to the end of the 2025/26 school year
Upper KG (i.e. K3)	From the date of the application to be received by EDB to the end of the 2024/25 school year

Applying for the 2023/24 school year

Class Level to be Enrolled	Validity Period of the RC / AP
Nursery (i.e. K1)	From the date of the application to be received by EDB to the end of the 2025/26 school year
Lower KG (i.e. K2)	From the date of the application to be received by EDB to the end of the 2024/25 school year
Upper KG (i.e. K3)	From the date of the application to be received by EDB to the end of the 2023/24 school year

Please note that each eligible child with the RC is eligible for studying continuously in eligible KG(s) for a maximum of three school years. The validity period will normally not be extended. 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 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.

Besides, 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 EDB for subsidy for that month. 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.

- 1.2 EDB will inform applicant of the result by post. Since the RC / AP will be mailed to the home / Hong Kong correspondence address of the applicant, the applicant must therefore ensure that the home / Hong Kong correspondence address is accurately provided in the application form. In case the applicant changes the home / Hong Kong correspondence address in the course of application, such change must be made known to EDB in the first instance. Otherwise, the RC / AP may not be mailed to the applicant and such that the applicant would have to bear any possible consequence, including their inability to be admitted to KGs.
- 1.3 Loss or damage of the RC / AP must be reported to EDB at 3540 6808 / 3540 6811 or 24-hour automatic telephone enquiry system at 2891 0088 so that EDB can void the RC / AP. Invalidated RC / AP, even when recovered, would not be accepted as the document for registration with KGs. Applicants may apply for re-issue of the RC / AP from EDB at cost.

Checklist for Submission of Application (please tick the appropriate box for action(s) completed)

- 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 marked the correct postal address of 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?

Please forward copies of the necessary supporting documents together with the duly completed application form to EDB.

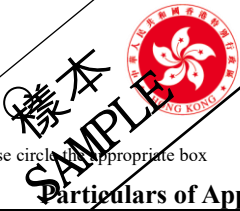
Correspondence Address



Education Bureau
P.O. Box 23179, Wan Chai Post Office, Hong Kong
“Application for Registration Certificate for Kindergarten Admission”



(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 2023**
for their child(ren) going to study in **Nursery Class (K1) in the 2024/25 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) C | H | A | N | T | A | I | M | A | N

3. Name in Chinese 陳 | 大 | 文

4. Identity Document Type & No. # A HKID Card No: A | 1 | 2 | 3 | 4 | 5 | 6 | (7) B Other Identity Document: _____ Document No: _____

5. Year of Birth ____ Y

6. Home Address Flat H ____ Floor 1 | 8 Block 1 | 0
Name of Building T | S | U | I | Y | A | N | H | O | U | S | E
Estate / Village T | S | U | I | M | A | N | E | S | T | A | T | E
No. & Name of Street
District K | W | A | I | C | H | U | N | G
Area # 1 HK 2 KLN 3 NT

7. Correspondence Address in HK (please leave blank if it is the same as the home address)
Name of Building
Estate / Village
No. & Name of Street
District
Area # 1 HK 2 KLN 3 NT

8. Local Contact Telephone No. 9 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | (mobile*) 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | (home)

For receiving "Acknowledgement of Application"

For Office Use

① A | T | X | 4

② F | M

③ H | S | N | U

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) C | H | A | N | T | A | I | M | I | N | G

1.b. Name in Chinese 陳 | 大 | 明

1.c. Identity Document Type & No. # A HK Birth Certificate No: S | 4 | 5 | 6 | 7 | 8 | 9 | (0) B HKID Card No: ____ () C Other Identity Document: _____ Document No: _____

1.d. Date of Birth ____ Y ____ M ____ D

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

1.f. School Year Applying for (please refer to para 2.1 of Part B of the Guidance Notes) # C 2024/25 school year E 2023/24 school year

1.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)

2.b. Name in Chinese

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

2.d. Date of Birth ____ Y ____ M ____ D

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

2.f. School Year Applying for (please refer to para 2.1 of Part B of the Guidance Notes) # C 2024/25 school year E 2023/24 school year

2.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)

③ A | E | S | B | F | R | C | G | 3 | D | H

④ 0 | T | V

⑤ F | M

⑥ A | E | S | B | F | R | C | G | 3 | D | H

⑦ 0 | T | V

⑧ F | M

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 EDB for subsidy for that month. 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 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. Personal Information Collection Statement
I understand and agree:
Purpose of Collection
(a) 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 Registration Certificate for Kindergarten Admission, 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) The provision of personal data required by this form and during the processing of this form is obligatory. In the event that the applicant does not provide those personal data, EDB may not be able to handle or further process the application.
Classes of Transferees
(c) The personal data provided by the applicant will be made available to persons working in EDB. Apart from this, they 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) personnel, agent, service provider or organizations, including companies providing data preparation service, engaged by EDB to provide services or advice for purposes mentioned in paragraph (a) above;
(iv) where the applicant has given his / her prescribed consent to such disclosure; and
(v) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.
Access to Personal Data
(d) 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) at P.O. Box 23179, Wan Chai Post Office, Hong Kong or email to scojga21@edb.gov.hk.
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: 陳大文

Date: 2 | 0 | 2 | 3 | Y | 0 | 9 | M | 2 | 1 | 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 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?