



### 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. If one of the parents/ partners/ guardians has already submitted the application form for 2025/26 to the Education Bureau (EDB), please do not submit the application form again (including electronic or paper-based application form) [unless advised by EDB]. Duplicate application for the same child will be void and lead to delay in processing the application.
- 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 (hereafter collectively referred to as “Registration Document”). 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 application or issued “Registration Document” will become invalid immediately; 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 KGs 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/en](http://www.edb.gov.hk/en)) for information on KGs joining the “Scheme” (Scheme-KGs) and other details.

### 2. Admission Arrangements for K1 Classes in KGs in the 2025/26 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 2025/26 school year (hereafter referred to as “2025/26 K1 Admission Arrangements”) with a view to facilitating the smooth operation of the admission process of KGs and helping parents confirm admission to a KG for their child. Parents who wish to apply for admission to a K1 class in a Scheme-KG for their children in the 2025/26 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 2024. 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/email. 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 (if applicable).
- 2.4 EDB will issue a “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 “Registration Document” will be used for registration for K1 during the Centralised Registration Dates (i.e. 2 to 4 January 2025). Due to the processing time of the RC, parents are required to submit their applications for the RC to EDB by 29 November 2024 at the latest. Otherwise, the “Registration Document” 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 **13 December 2024**.
- 2.7 Upon receipt of notification(s) of admission, parents should, after careful consideration, choose one KG for registration. They are

required to complete the registration procedure with the KG and pay registration fee at the KG during the **Centralised Registration Dates (i.e. 2 to 4 January 2025)**. This measure is to prevent a child from hoarding a number of places at one time, which would affect other children.

- 2.8 EDB has implemented the electronic “Registration Document” in June 2025 on which an encrypted QR code is printed. Parents are required to present it to the Scheme-KG to scan the QR code in order to complete the registration procedure for their child. If the child is admitted after the Centralised Registration Dates, he / she is still required to submit the relevant “Registration Document” for registration. If a parent wishes to change school after registering with a KG, he / she is required to cancel the registration by scanning the QR code with the KG that your child initially registered with/attended. Upon the cancellation, parents may register for their child with another Scheme-KG. Please note that once you have cancelled the registration for your child, 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. As the “Registration Document” is an important document for registration, parents must keep it properly.
- 2.9 EDB will release K1-K3 vacancy information from early February 2025 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 2025/26 school year must be born on or before 31 December 2022. The child(ren) who will be attending KG classes in the 2024/25 school year must be born on or before 31 December 2021. **Please note that the child(ren) who were born on or after 1 January 2023 are NOT eligible to apply for the RC.**
- 3.3 Child(ren) / child(ren)’s guarantor whose travel document/passport bears the endorsement “**Visitor**” or “**Family Visit**” over the immigration stamp or issued with a landing slip imposed with condition of stay “**Visitor**” or “**Family Visit**” upon arrival, they are not eligible to apply for the RC. This/These child(ren) will not be admitted to any school in Hong Kong unless permission has been given by the Director of Immigration. For enquiries about their residence status, please contact the Immigration Department.
- 3.4 Child(ren) / child(ren)’s guarantor holding student visa are not eligible to apply for the RC. If a child can receive education in Hong Kong but he/she is not eligible for subsidy under the Scheme and hence cannot obtain an RC, EDB will issue an AP to the child concerned for registration with a Scheme-KG, but the parents concerned are required to pay full school fees (i.e. before deduction of subsidy under the Scheme) as shown on the Fees Certificate of the KG admitting the child.
- 3.5 Children reaching the age of 5 years eight months 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.
- 3.6 Generally, the applicant must be one of the parents of the child. Please note that **only one of the parents or guardians can submit an application for each eligible child once only**. Before submitting the application, please reach an agreement with your partner/spouse (including separated/ legally divorced former spouse) and other guardian(s) (if applicable) that one of you will apply for “Registration Document” for the child concerned. If an applicant or other relevant person submits more than one application for the same child, the concerned applications will not be processed.

### 4. Application Procedures for the RC

- 4.1 The application procedures are shown as below:

#### Methods of submitting application forms

- (a) Applicants can submit application via the mobile application of “iAM Smart” or on-line (url: <https://eform.cefs.gov.hk/form/edb005/en/>); or
- (b) Applicants may download the application form from EDB webpage and submit the completed application form with 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; or
- (c) 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).



For applications submitted by method (a), the computer system of EDB will issue “Acknowledgement of Application” to applicants by email. If applicants submit by methods (b) and (c), EDB will issue “Acknowledgement of Application” by sending SMS to applicants’ mobile phone number or issuing acknowledgement letter by post to the applicants within 10 working days from the date of receipt of applications. If applicants do not receive any acknowledgment from EDB two weeks after submitting their application forms, please call the Kindergarten Administration 2 Section, EDB at 3540 6808 / 3540 6811 or 24-hour automatic telephone enquiry system at 2891 0088 to check whether the application has been received.

**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.**



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 “Registration Document” to eligible applicants by post/email. Applicants who are required to provide supplementary

information will be notified later and in such case, the processing time would be extended pending on the provision of supplementary information.

**Note: On-line application is encouraged. If applicants submit e-applications with digital signing with “iAM Smart+”, and documents required for application are all available and valid, in normal condition, processing procedure for e-applications will be completed faster than paper-based applications.**

- 4.2 For applicants who submit on-line, EDB will issue the “Registration Document” in PDF format to the eligible applicants by email. The “Registration Document” has an encrypted QR code printed on it. Applicants are required to open the document with the password according to the instructions in the letter from EDB. For applicants who submit the application in paper form, EDB will send the “Registration Document” to eligible applicants by post.
- 4.3 Return of paper 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 2025/26 school year):

Expected Admission Time to KG	Recommended Application Time
Commencement of the 2025/26 School Year	September to November 2024
After the commencement of the 2025/26 School Year	Six to eight weeks <b>before</b> 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 “Registration Document” 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 “Registration Document”.**

- 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. **Duplicate application for the same child from the applicant/ partner (including separated/ legally divorced former spouse) and other guardian will be void and lead to delay in processing the application.**

- 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 (2025/26)” to the SFO through on-line submission or by post as soon as possible starting from July 2025. 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 2025/26 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. If applicants knowingly or willfully make any false statement or withhold any information, or otherwise mislead the Government, it will render them liable to prosecution. 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/en/](http://www.edb.gov.hk/en/) or “Glowie”, the chatbot or 24-hour automatic telephone enquiry system at 2891 0088 for details of the “Scheme” and applications for RC. For enquiries on individual applications, applicants may also call the Kindergarten Administration 2 Section, 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).

## 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 original 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.
- 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 If applicants submit the paper application form for the "Registration Document", EDB will send the "Registration Document" to the eligible applicant by post. Therefore, applicants are required to provide a correspondence address in Hong Kong. Otherwise, EDB will not be able to send the application result to applicants. If applicants change their address/correspondence address during the application assessment period, applicants should inform EDB as soon as possible. Otherwise, the “Registration Document” may not be successfully delivered to applicants, which may eventually lead to the child being unable to be admitted to the kindergarten, and applicants will ultimately have to bear the consequences.

### 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 2025/26 school year

Suitable Class Level for Enrolment	Ages of Children as at 31 August 2025
Nursery (i.e. K1)	Minimum age of 2 years and 8 months (born on or before 31.12.2022)
Lower KG (i.e. K2)	Minimum age of 3 years and 8 months (born on or before 31.12.2021)
Upper KG (i.e. K3)	Minimum age of 4 years and 8 months (born on or before 31.12.2020)

### Attending KGs in the 2024/25 school year

<b>Suitable Class Level for Enrolment</b>	<b>Age of the Children as at 31 August 2024</b>
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)

- 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 or e-visa issued by the Immigration Department of the HKSAR Government and the latest “Permission to remain” stamp or “landing slip” 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 original 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 “Registration Document” to be Issued**

- 1.1 The “Registration Document” is a document for child(ren) to admit to an eligible KG under the “Scheme”. The validity period of the “Registration Document” 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 2025/26 school year**

<b>Class Level to be Enrolled</b>	<b>Validity Period of the RC / AP</b>
Nursery (i.e. K1)	From the commencement of the 2025/26 school year to the end of the 2027/28 school year
Lower KG (i.e. K2)	From the date of the application to be received by EDB to the end of the 2026/27 school year
Upper KG (i.e. K3)	From the date of the application to be received by EDB to the end of the 2025/26 school year

**Applying for the 2024/25 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 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

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 Loss or damage of the “Registration Document” must be reported to EDB and applicants should apply for the re-issue of it and pay the administration fee for HK\$125. Please note that the invalidated “Registration Document”, even when recovered, would not be accepted as the document for registration with KGs.

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**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/digital signed?
- 2. Has copy of your identity document been provided?
- 3. Has copy of the identity document of all child(ren) been provided?
- 4. If the child is **not** a child of yours, have you specified your relationship with the child in the application form with relevant supporting proofs (original copies of the identity document and authorisation letter of father / mother of the child)?
- 5. Have you provided the correspondence address/email address (applicable to on-line application) 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 copy of the completed application form?



(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 2024**  
for their child(ren) going to study in **Nursery Class (K1) in the 2025/26 school year**)

(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*	# <input checked="" type="radio"/> 1 Mr. <input type="radio"/> 2 Ms. <input type="radio"/> 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. (please refer to para 1.3 of Part B of the Guidance Notes)	# <input checked="" type="radio"/> A HKID Card No.: A 1 2 3 4 5 6 (7) <input type="radio"/> B Other Identity Document: _____ Document No.: _____
5. Year of Birth	1 9 8 2 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	# <input type="radio"/> 1 HK <input type="radio"/> 2 KLN <input checked="" type="radio"/> 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	# <input type="radio"/> 1 HK <input type="radio"/> 2 KLN <input type="radio"/> 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" by SMS

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)	C H A N T A I M I N G
b. Name in Chinese	陳 大 明
c. Identity Document Type & No. (please refer to para 2.3 of Part B of the Guidance Notes)	# <input checked="" type="radio"/> A HK Birth Certificate No.: S 4 5 6 7 8 9 (0) <input type="radio"/> B HKID Card No.: _____ ( ) <input type="radio"/> C Other Identity Document: _____ Document No.: _____
d. Date of Birth	2 0 2 2 Y 0 3 M 2 0 D
e. Relationship with Applicant	# <input checked="" type="radio"/> A Child <input type="radio"/> 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)	# <input checked="" type="radio"/> C 2025/26 school year <input type="radio"/> E 2024/25 school year
g. Class Applying for (with regard to the school year selected in item f)	# <input checked="" type="radio"/> N Nursery Class (K1) <input type="radio"/> L Lower Class (K2) <input type="radio"/> 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. (please refer to para 2.3 of Part B of the Guidance Notes)	# <input type="radio"/> A HK Birth Certificate No.: _____ ( ) <input type="radio"/> B HKID Card No.: _____ ( ) <input type="radio"/> C Other Identity Document: _____ Document No.: _____
d. Date of Birth	_____ Y _____ M _____ D
e. Relationship with Applicant	# <input type="radio"/> A Child <input type="radio"/> 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)	# <input type="radio"/> C 2025/26 school year <input type="radio"/> E 2024/25 school year
g. Class Applying for (with regard to the school year selected in item f)	# <input type="radio"/> N Nursery Class (K1) <input type="radio"/> L Lower Class (K2) <input type="radio"/> U Upper Class (K3)

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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**

- 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 11 below.
- 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.
- 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".
- I understand that only one of the parents or guardians can submit an application for each eligible child once only. I declare that I have reached an agreement with my partner/ spouse (including separated/ legally divorced former spouse) and other guardian(s) (if applicable) that I will apply for RC / AP for the child concerned. I understand that if an applicant or other relevant person submits more than one application for the same child, the duplicated applications will not be processed.
- 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.
- 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.
- 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 if I knowingly or willfully make any false statement or withhold any information, or otherwise mislead the Government, it will render me liable to prosecution.
- 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.
- 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 bureaux 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)1 at P.O. Box 23179, Wan Chai Post Office, Hong Kong or email to scokga21@edb.gov.hk.
- 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.
- 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][4] Y [0][9] M [2][1] D

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**Checklist for Submission of Application**

- Has the application form been correctly filled in and Part V Undertaking and Declaration duly signed?
- Has copy of your identity document been attached?
- Has copy of the identity document of all child(ren) been attached?
- 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)?
- Have you provided the correspondence address in Hong Kong?
- 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.
- Have you retained a photocopy of the completed application form?