

**Education Bureau**  
**Kindergarten Education Scheme**  
**Application for Re-issue of Registration Certificate for Kindergarten**  
**Admission / Kindergarten Admission Pass - Undertaking and Declaration**

(Duly signed "Undertaking and Declaration" should be submitted to the Education Bureau by post within **5 working days** after your submission of the application via Internet. Please state "Application for Re-issue of Registration Certificate for Kindergarten Admission / Kindergarten Admission Pass" on the envelope and affix sufficient postage to the envelope for mailing. Any underpaid mail items will be disposed of by the Hongkong Post.)

**Name of Applicant:** \_\_\_\_\_ **Transaction Reference Number:** \_\_\_\_\_  
**Name of Child(ren):** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

**Undertaking and Declaration**

1. I hereby confirm that all information supplied in this application is true, accurate and complete.
2. I have carefully read and fully understood all the contents of the "Notes for Completion", and I hereby undertake that I will comply with all the requirements and specifications set out in the "Notes for Completion", and any other amendment or supplement to the application for "Re-issue of Registration Certificate for Kindergarten Admission / Kindergarten Admission Pass" issued by EDB.

3. **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 re-issuing of Registration Certificate for Kindergarten Admission / Kindergarten Admission Pass, 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 do 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, EDB may be transferred or disclosed to the parties or in the circumstances listed below:-
- (i) other Government bureau and departments, including Immigration Department, Student Finance Office, and The Treasury, for the purposes mentioned in paragraph (a) above;
  - (ii) the school in which the form relates for the purposes mentioned in paragraph (a) above;
  - (iii) where the applicant has given his / her prescribed consent to such disclosure; and
  - (iv) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

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](mailto:scokga21@edb.gov.hk).
4. I have read the provisions of this Undertaking and Declaration carefully and fully understood my obligations and liabilities under this Undertaking and Declaration.

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

Date       Y   M   D

Correspondence  
Address ✕

Education Bureau  
P.O. Box 23179, Wan Chai Post Office, Hong Kong  
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