

Application for “Registration Certificate for Kindergarten Admission” / “Kindergarten Admission Pass” in the 2027/28 School Year
Frequently Asked Questions

(A) **Application for “Registration Certificate for Kindergarten Admission”**

1. How can parents enrol their children to nursery (K1) classes in kindergartens (KGs) joining the Kindergarten Education Scheme (the Scheme)?

If parents wish to enrol their children to nursery (K1) classes in KGs joining the Scheme (Scheme-KGs), they must apply to EDB for the “Registration Certificate for KG Admission” (hereafter referred to as “RC”) prior to admission. If a child is not eligible for receiving subsidy under the Scheme but he / she can receive education in Hong Kong, EDB will then issue an “KG Admission Pass” (hereafter referred to as “AP”) to the child concerned for registration and admission purposes. All Scheme-KGs can only admit children holding valid registration documents, i.e. “RC” or “AP”.

2. **Q: How long is the validity period of an “RC” / “AP”?**

A: Under normal circumstances, EDB will issue to each eligible child a registration document for their entire pre-primary education (up to three years).

3. **Q: How long does it take to apply for an “RC” / “AP”?**

A: 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” / “AP” to applicants who are eligible for receiving subsidy under the Scheme.

(B) **Eligibility of Application for “RC”**

4. **Q: What are the application requirements for an “RC” / “AP”?**

A: Eligible children must be Hong Kong residents with right of abode, right to land or valid permission to remain without any conditions of stay (other than limit of stay) in Hong Kong. If a child can receive education in Hong Kong but is not eligible to apply for an “RC”, EDB will issue an AP to the child concerned for registration with a Scheme-KG. 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.

Children who stay in Hong Kong on visit visas / two-way permits are not eligible for “RC” or “AP”.

Children who will be attending K1 classes in the 2027/28 school year must be born on or before 31 December 2024.

5. Q: Are children who were born in Hong Kong with father or mother holding visitor visa eligible to be issued with an “RC”?

A: Children who are Hong Kong residents with right of abode, right to land or valid permission to remain without any conditions of stay (other than limit of stay) in Hong Kong are eligible to be issued with an “RC”. Those who were born in Hong Kong, in possession of the Hong Kong Birth Certificate with the word “Established” shown in the “Status of Permanent Resident” column or bear the identity of Hong Kong Permanent Residents are eligible to be issued with an “RC”, regardless of whether their parents are permanent residents of Hong Kong or not (e.g. residents of the Mainland). In other words, children with established Hong Kong permanent residency status are all eligible to be issued with an “RC”.

Children holding the Hong Kong Birth Certificates which bear the words “Not Established” in the “Status of Permanent Resident” column are usually those who are permitted to stay in Hong Kong for a limited period of time. Their permitted period of stay normally coincides with the permitted period of stay of their parents. In such circumstances, for the children to be eligible to be issued with an “RC”, their parents must be holding valid travel documents with the visa issued by the Immigration Department (IMMD) of the HKSAR Government **not falling into** the category of visit visa / two-way permit.

6. Q: If a child was born in Hong Kong but his/her parents are holding identity documents issued by the Mainland, is he/she eligible to be issued with an “RC”?

A: If the child who was born in Hong Kong has a Hong Kong Birth Certificate with the word “Established” shown in the “Status of Permanent Resident” column and meets the age requirement, he / she is still eligible to be issued with an “RC” even when their parents are holding identity documents issued by the Mainland. Please note that if both the child and the parents live in the Mainland, parents are advised to submit their applications for the “RC” online. EDB will send the application results to parents via email. However, if parents apply for the “RC” using the paper form, EDB will notify the parents of the application result by post. Therefore, to avoid any delay in receiving the notification of the application result, parents are required to provide a Hong Kong

correspondence address.

7. Q: Are non-Chinese speaking children eligible to be issued with an “RC”?

A: Children who are Hong Kong residents with right of abode, right to land, or valid permission to remain without any conditions of stay (other than limit of stay) in Hong Kong and meet the age requirement, are eligible to be issued with an “RC”, regardless of whether their mother tongue is Chinese.

(C) School Fees of Scheme-KGs

8. Q: If a child is admitted to a Scheme-KG, do parents need to pay for the school fee?

A: If a Scheme-KG is approved to collect a tuition fee upon receipt of Government subsidies, parents should pay the tuition fee by monthly instalments according to the fees specified in the “Fees Certificate” issued by EDB to the KG. The “Fees Certificate” should be exhibited conspicuously at a prominent position in the KG.

If a KG is not approved to collect a tuition fee upon receipt of Government subsidies, parents are not required to pay any tuition fee.

9. Q: If a child admitted to a Scheme-KG with an “AP”, do parents need to pay for the school fee?

A: 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.

10. Q: If a student who is admitted to a Scheme-KG has been absent from school for an entire month, do parents need to pay the school fee for that month?

A: 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, KGs may apply to EDB for subsidy for that specific 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.

(D) **Application Forms**

11. Q: How can parents apply to EDB for “RC” / “AP” for their children?

A: EDB encourages parents to fill out and submit the application forms for the “RC” via “iAM Smart+” (and with digital signing). Parents can also visit EDB’s website (<https://eform.cefs.gov.hk/form/edb005/en/>) to complete their online application directly. If necessary, parents can download the application forms and related information from EDB’s website (<https://www.edb.gov.hk/applyRC/en/>) or obtain paper application forms from District Offices or Regional Education Offices of EDB.

12. Q: Does the application form for “RC” indicate the year of admission in which parents wish their children to enrol in KGs?

A: Yes. The application form for “RC” distributed since September every year is intended for parents who wish to enrol their children to nursery (K1) classes for the next school year. Parents should pay attention to the year of admission indicated at the top of the first page of the application form and use the correct form accordingly. If the child needs to be admitted to a kindergarten this school year, parents can select the current school year under Item 1.f / 2.f of Part II Particulars of Applicant Child(ren) in the application form. For example, if the application form is intended for admission to a K1 class in the 2027/28 school year and the child needs to be admitted to a kindergarten in the current school year (i.e. 2026/27 school year), please select the 2026/27 school year under Item 1.f / 2.f. Please note that if parents are applying for their children to be admitted to kindergartens in the 2026/27 school year, they cannot use the application form for the “RC” from the previous year. Otherwise, EDB will request parents to fill out and submit a new form.

(E) **Points to Note Regarding Filling in Application Form**

13. Q: Can applicants fill out the Chinese application form for “RC” by using Simplified Chinese?

A: In general, the application form must be filled out in Traditional Chinese to facilitate

EDB in inputting the information directly into the computer system. As the name of the child will be printed on the “RC” / “AP”, when filling in the application form, applicants must provide the name as shown on the child’s valid identity document, otherwise, registration at the Scheme-KG may not be completed.

14. Q: If the applicant does not live in Hong Kong, can he/she provide a home address in the Mainland as his/her correspondence address?

A: To facilitate communication, the correspondence address provided by the applicant must be an address within Hong Kong. If the applicant does not live in Hong Kong, please provide an address in Hong Kong for correspondence use. EDB encourages parents to apply for the “RC” online in order to receive the “RC” / “AP” by email.

(F) [Application Submission](#)

15. Q: When should parents return the application forms for “RC” to EDB?

A: EDB accepts applications for the “RC” year-round starting from 1 September each year and will upload **the related application form and details to EDB’s website in due course**. As the “RC” will be used for K1 registration in the 2027/28 school year, parents who wish to enrol their children to K1 classes in KGs in the 2027/28 school year are required to apply to EDB for the “RC” from September to November 2026. 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 applications and issue the “RC” / “AP” to applicants by email or by post, depending on eligibility of the children. Please note that submission of application form by fax or by email will NOT be accepted.

16. Q: How can parents return the application forms for “RC” to EDB?

A: Submission of applications via “iAM Smart+” (and with digital signing) is encouraged by EDB. Under normal circumstances, with all required application documents complete and in order, applications submitted via “iAM Smart+” will be processed faster than other channels, while on-line applications (URL: <https://eform.cefs.gov.hk/form/edb005/en/>) will be processed faster than paper-based applications. In addition, applicants can view the application status anytime via “iAM Smart” mobile app. For details, please visit the “iAM Smart” thematic website (<https://www.iamsmart.gov.hk/en/>).

If parents choose to submit a paper application, the completed form together with copies

of the relevant supporting documents should be sent to Kindergarten Administration 2 Section, EDB (P.O. Box 23179, Wan Chai Post Office, Hong Kong) by post; or dropped them 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).

17. Q: How to use “iAM Smart+” to digitally sign the online application?

A: Digital signing by “iAM Smart” is only applicable to applicants who have already registered “iAM Smart+”. The applicant may choose to register “iAM Smart+” or upgrade his / her “iAM Smart” to “iAM Smart+”. The registration / upgrade method can be found on “iAM Smart” website (url: <https://www.iamsmart.gov.hk/en/reg.html>).

If the applicant wishes to digitally sign by “iAM Smart+” for online application, he / she may select “Digital signing with “iAM Smart+ / Digital Certificate”” and then click the green button “Continue with iAM Smart” in the signature part of online application. Then, use the mobile phone which has registered “iAM Smart+” for authentication to complete the digital signing. After digital signing, please remember to go back to the application page and click “Submit” to complete the submission of online application.

18. Q: What kind of documents should be submitted in applying for “RC”?

A: Applicant has to provide copies of his / her Hong Kong identity card in applying for “RC”. If this is not available, applicant should provide copies of other valid identity documents, e.g. copies of his/her valid travel document or identity document issued by other authorities.

As for the child, if he/she was born in Hong Kong, the applicant should submit a copy of the Hong Kong Birth Certificate of the child. If the word “**Established**” is shown in the “Status of Permanent Resident” column of the Birth Certificate, the applicant needs not provide other documentary proof.

However, if the Hong Kong Birth Certificate of the child is not available, or the “Status of Permanent Resident” is “**Not Established**”, in addition to providing a copy of the Hong Kong Birth Certificate of the child (if applicable), the applicant should provide one of the following valid identity documents of the child:

1. Hong Kong Special Administrative Region (HKSAR) Re-entry Permit;
2. HKSAR Document of Identity for Visa Purposes (pages 1 to 3);

3. HKSAR Passport;
4. Hong Kong Permanent Identity Card;
5. One-way Exit Permit and HKSAR Document of Identity for Visa Purposes;
6. Permit to Remain in the HKSAR (ID235B); or
7. Entry Permit issued by the HKSAR Government or travel documents issued by other countries/territories bearing a valid permission to remain without any conditions of stay (other than limit of stay) in Hong Kong.

If the identity document of the child belongs to category (6) or (7) above, the applicant and the child have to provide copies of their own valid travel documents (pages showing the bearer's particulars, the latest e-visa or visa label issued by the Immigration Department 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. Please note that the "Registration Document" issued to the child is valid until the expiry of his/ her limit of stay.

19. Q: How should parents submit the signed "Undertaking and Declaration" if they are unable to digitally sign with "iAM Smart+" / Digital Certificate when submitting the electronic application form for the "RC"?

A: When parents submit the electronic application form for the "RC" online but are unable to digitally sign with "iAM Smart+" / Digital Certificate, they should print or download "Acknowledgement Slip" and "Undertaking and Declaration" upon completion. The original signed "Undertaking and Declaration" should be mailed to Kindergarten Administration 2 Section of EDB (Address: P.O. Box 23179, Wan Chai Post Office, Hong Kong) within 10 working days after submission of online application to facilitate EDB's processing of applications.

20. Q: How can parents know whether their applications for the "RC" have been successfully submitted ?

A: EDB will issue acknowledgement to applicants by either one of the following methods:
Electronic applications:

- If the applicant submits application via "iAM Smart" mobile app or on-line e-form, the computer system will send an "Acknowledgement Slip" and application reference number to the applicant by email after the application is completed.

Paper-based applications:

- If the applicant has filled out the local mobile phone number in the application form, EDB will send an "Acknowledgement of Application" SMS to the applicants within 10 working days after receipt of the application; or

- If local mobile phone number is not provided, EDB will issue acknowledgement by post to the applicant within 10 working days after receipt of the application.

The application status enquiry service is also available on “iAM Smart” mobile app. By registering for an “iAM Smart” account and providing user authorisation, you can view the application status under “Status” of the “Personal Assistant” page.

Please visit (<https://www.iamsmart.gov.hk/en/nhp.html#tab11C>) for details on using “Personal Assistant” of “iAM Smart” and how to provide user authorisation.

If applicants wish to enquire the submitted application, or have not received any acknowledgement from EDB two weeks after submitting their application forms, please call EDB at 3540 6808 / 3540 6811 during office hours. Parents of non-Chinese speaking children may call EDB Hotline at 2892 6676 (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). Please provide the application reference number as well as the date and time of submission for follow up.

21. Q: What would happen if more than one application for RC is received for the same child ?

A: Under normal circumstances, EDB will only accept one parent (i.e., father/mother/guardian) to submit one application for the “RC” for each eligible child. Before submitting the application, the parent should reach an agreement with his/her partner/ spouse (including separated/ legally divorced former spouse) and other guardian(s) (if applicable) that one of the parents will apply for “RC”/ “AP” for the child concerned. If an applicant or other relevant person submits more than one application for the same child, the duplicated applications will not be processed.

22. Q: Can a guardian submit the application for the “RC” on behalf of the parents for the child?

A: Under special circumstances, if parents are unable to apply for the “RC” for their child in person, a guardian may submit the application for the “RC” on their behalf. The guardian should specify his / her relationship with the child on the application form for the “RC” and provide a copy of the identity document of the child’s father / mother, as well as an original copy of the authorisation letter. If the applicant is unable to provide the documents concerned and the child is under his / her guardianship, please provide relevant supporting documents to verify the identity of the guardian.

23. Q: What should parents do if they wish to update the information (e.g. residential / Hong Kong correspondence address) after submitting the application form for the “RC”?

A: Parents should contact the Kindergarten Administration 2 Section of EDB as soon as possible. They can call the hotline: 3540 6808 / 3540 6811 during office hours. Parents of non-Chinese speaking children can call the hotline 2892 6676 to notify the relevant changes and provide the written notification of the required changes.

24. Q: What should parents do if parents wish to update their child’s personal information (e.g. name) during the validity period of “RC” / “AP”?

A: If parents wish to update their child’s personal information (e.g. name), they must apply to EDB by completing the electronic form online (<https://eform.cefs.gov.hk/form/edb037/en/>) or by submitting the form (EDB198) (Re-issue of Registration Certificate for Kindergarten Admission). The relevant form can be downloaded from EDB’s website (<https://www.edb.gov.hk/en/> > About EDB > Forms & Circulars). Please submit the form together with the relevant supporting documents to EDB. The “RC” / “AP” will then be re-issued after the prescribed fee has been duly paid.

Please note: The original “RC” / “AP”, once invalidated, would not be accepted as the document for registration with KGs.

If the child has registered or admitted to a KG, parents should inform the KG upon receiving the newly issued “RC” / “AP”, and let the KG to scan the QR code on the new “RC” / “AP” to update the child’s registration record. If parents intend to transfer their child to another KG (School B), they should go back to the original KG to complete the de-registration by scanning the QR code on the new “RC” / “AP”, and then they could register their child at School B by scanning the QR code.

(G) Issuance of “RC” / “AP”

25. Q: When can parents receive the “RC” / “AP” after submitting the application forms for the “RC”, provided that documents required for application are all available?

A: Upon receipt of the application with all the required documents, EDB will generally take six to eight weeks to complete processing of the applications and issue the “RC” / “AP” to applicants, depending on eligibility of the child. Applicants who are required to provide supplementary information will be notified of the application result subject to

the provision of relevant supplementary information.

26. Q: How will EDB issue the “RC” / “AP” to the applicant?

A: If the applicant applies for the “RC” / “AP” via “iAM Smart” mobile app or online, EDB will inform applicant of the result by email and issue an “RC” / “AP” (in PDF format) to applicant, depending on eligibility of the child. If the applicant chooses to fill out the paper application form and submit it by post, EDB will send the application result and the “RC” / “AP” to the Hong Kong correspondence address/ residential address of the applicant by post. The applicant must therefore ensure that his / her email address or Hong Kong correspondence address/ residential address is accurately provided in the application form. In case the applicant changes the email address or Hong Kong correspondence address/ residential address in the course of the application, such change must be made known to EDB in the first instance. Otherwise, the “RC” / “AP” may not be emailed or mailed to the applicant and the applicant would have to bear any possible consequence. As the “RC” / “AP” will be issued to the successful applicant by email or by post directly, it is not necessary for the applicant to collect the “RC” / “AP” from EDB in person.

(H) Use of Registration Documents for Admission to KGs

27. Q: What is electronic “RC”?

A: EDB has introduced the electronic “RC” in June 2025. The electronic “RC” will include an encrypted QR code which facilitates parents in registering with the kindergartens joining the Scheme for their children. For details, please visit EDB’s website (https://www.edb.gov.hk/k1-admission_e).

28. Q: A child currently holds the old version of the “RC” (i.e. without a QR code). Is the old version of the “RC” still valid after the implementation of the electronic “RC” ?

A: The “RC” currently held by the child remains valid even without a QR code, as long as it is within the stated validity period of the “RC”.

29. Q: If a child is applying for the “RC” / “AP” for the first time and he / she will start to attend K1 class in a Scheme-KG in the 2027/28 school year, what will be the validity period of his / her “RC” / “AP”?

A: In general, the validity period of “RC” / “AP” is three years. As long as the child can meet all eligibility criteria to apply for the “RC” / “AP”, and he / she will start to attend

K1 class in a Scheme-KG in the 2027/28 school year, he / she will be issued with an “RC” / “AP” with validity period of three years from the 2027/28 school year to the end of the 2029/30 school year.

30. Q: How can parents register their children with a KG after the electronic “RC” / “AP” is issued to them? Do parents need to submit a paper copy of the registration document to the KG for safekeeping?

A: If an electronic “RC” / “AP” is issued to a child, parents only need to let the KG scan the QR code on the electronic “RC” / “AP” to complete the registration. After completing the registration, the KG will issue a written notification to the parents. To ensure a smooth registration process, please note that parents should ensure the image of the QR code clear enough to be read and should either download the electronic “RC” / “AP” or save a screenshot of the QR code in advance (e.g. display it directly on the screen of a mobile phone or print it on paper).

If a child intends to change to another Scheme-KG during the validity period, parents should approach the original KG they have already registered with, letting them scan the QR code on the electronic “RC” / “AP” to confirm cancellation of registration before re-registering with the KG that the child is being transferred to.

If a child holds an old version “RC” / “AP”, during the registration process, parents should submit the original copy of the “RC” / “AP” to the KG that the child is admitted for safekeeping. After completing the registration, the KG will issue a written notification to the parents.

If a child change to another Scheme-KG during the validity period, parents should get back the “RC” / “AP” from the original KG they have already registered with, and submit the “RC” / “AP” to the KG that the child is being transferred to.

31. Q: A child has been issued with an electronic “RC” / “AP”. If parents wish to change to another Scheme-KG for their children after completing the registration , do they need to cancel registration with the original KG?

A: If parents wish to change to another Scheme-KG for their children after registering with a Scheme-KG, they should request the original KG to scan the QR code to cancel the registration, otherwise parents cannot register with another KG. Parents should note that upon cancellation of registration, such original KG will **no longer** keep the school place for their children concerned.

(I) Deferment of Study

32. **Q: If a child has applied for the “RC” / “AP” in the 2027/28 school year but decides to defer K1 study to the next school year , what should parents do?**

A: If the “RC” / “AP” is issued to the parents, however, they subsequently find that the development of the child is not fit for enrolment in a KG in the 2027/28 school year and decide to defer K1 study for the child to the next school year, parents (original applicants) should inform EDB in writing stating that the “RC” / “AP” of the relevant child should be voided. Parents can reapply for the “RC” for their child for the new school year in September of the following year. **Please note that the voided “RC”/ “AP” must have not been used for receiving subsidised KG education.**

(J) Repeat Study / Extension of Validity of “RC”

33. **Q: If parents wish to apply for their children with special needs to repeat their study in certain level and require more than 3 years’ time to complete the KG programme, how should parents apply for extension of validity period of “RC”?**

A: Due to personal consideration (e.g. individual conditions of the children, family factors, changing schools, etc), some parents may arrange for their children to repeat their study in certain level so that the KG education required is more than 3 years. As such, the parents have to pay the school fee before deduction of government subsidy. In special circumstances, parents may apply for the extension of the validity period of the “RC” in writing. The special circumstances generally refer to the students with special needs which are proven by the assessment reports issued by relevant registered medical practitioners or other professionals (e.g. paediatricians, psychiatrists, educational psychologists, clinical psychologists, etc) so that the children have to pursue KG education for a period longer than the normal three years.

If the student’s original “RC” (the validity period is 3 years) expires and parents decide to arrange their child to receive KG education for more than 3 years at their own expenses, parents should apply to EDB for “AP” so that the child concerned can continue to study in a Scheme-KG for the school year extended.

Parents should apply for the extension of the validity of “RC” / “AP” for the extended school year for the child before his / her “RC” expires in due course. For enquiries about individual applications, please call EDB at 3540 6808 / 3540 6811. Parents of non-Chinese speaking children may call EDB Hotline at 2892 6676 (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).

34. Q: How should the validity of the “RC” be extended if the limit of stay shown on the child's visa will soon expire?

A: If children are permitted by the IMMD to stay in Hong Kong for a limited time period, their RCs will remain valid up to the end of the permitted period for their stay in Hong Kong. If permissions have subsequently been granted by the IMMD to extend their children's stay in Hong Kong and parents would like their children to continue receiving subsidies under the Scheme, parents are required to apply to EDB by completing the electronic form online (<https://eform.cefs.gov.hk/form/edb037/en/>) or by submitting the form (EDB198) (Re-issue of Registration Certificate for Kindergarten Admission), to inform the Kindergarten Administration 2 Section of EDB (P.O. Box 23179, Wan Chai Post Office, Hong Kong) for applying for an extension of the validity of the registration document for kindergarten admission. The relevant form can be downloaded from EDB's website (<https://www.edb.gov.hk/en/> > About EDB > Forms & Circulars). To facilitate EDB's reassessment of the eligibility of the children for subsidies, parents are advised to send in or fax copies of the valid entry permits (Issued by the Hong Kong Special Administrative Region Government) and the travel documents showing the extended limit to stay granted by the IMMD (Please indicate the reference number of the application), showing the endorsement by the IMMD for the extension of stay in Hong Kong to EDB. If approved, children will be issued a new “RC” showing the extended validity period. To avoid disruption in the receipt of subsidies, parents are required to apply to EDB for an extension of the “RC” before the expiry of their children's original visa.

If the child has registered or admitted to a KG, parents should inform the KG upon receiving the newly issued “RC” / “AP”, and let the KG to scan the QR code on the new “RC” / “AP” to update the child's registration record. If parents intend to transfer their child to another KG (School B), they should go back to the original KG to complete the de-registration by scanning the QR code on the new “RC” / “AP”, and then they could register their child at School B by scanning the QR code.

(K) Loss of “RC” / “AP”

35. Q: If the “RC” / “AP” is lost, what should be done? Will EDB re-issue the “RC” / “AP”?

A: The “RC” / “AP” is an important document. It should be properly kept by the applicant for registration of school place. All loss of the “RC” / “AP” must be reported to EDB

immediately for us to void the “RC” / “AP” concerned [EDB hotline at 3540 6808 / 3540 6811. Parents of non-Chinese speaking children may call EDB Hotline at 2892 6676 (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 the 24-hour automatic telephone enquiry system at 2891 0088]. Parent (original applicant) can then apply for re-issue of the “RC” / “AP” from EDB upon payment of an administrative fee of \$125. Parents may complete the electronic form online (<https://eform.cefs.gov.hk/form/edb037/en/>) or download the relevant form (EDB198) from EDB’s website (<https://www.edb.gov.hk/en/>AboutEDB>FormsandCirculars>). After completing the form, please send it together with the required documents to Kindergarten Administration 2 Section of EDB (Address: P.O. Box 23179, Wan Chai Post Office, Hong Kong)

Please note: Lost “RC” / “AP” once invalidated, even when recovered afterwards, would not be accepted as the document for registration with KGs.

If the child has registered or admitted to a KG, parents should inform the KG upon receiving the newly issued “RC” / “AP”, and let the KG to scan the QR code on the new “RC” / “AP” to update the child’s registration record. If parents intend to transfer their child to another KG (School B), they should go back to the original KG to complete the de-registration by scanning the QR code on the new “RC” / “AP”, and then they could register their child at School B by scanning the QR code.

(31 August 2026)