Admission Arrangements for Nursery (K1) Classes in Kindergartens for the 2027/28 School Year

Notes for Completion of Application Form for "Provisional Registration Letter"

Applicant **must** complete **all** parts of the application form.

Part I: Particulars of Student

1.1 The English and Chinese names **must be** written **according to the order** on the Identity Document (ID).

1.2 The date of birth provided **should be the same** as the one shown on the ID.

1.3 The ID No. **must be** written **according to the order** on the ID.

1.4 Applicant should make sure that **the student is currently attending a kindergarten (KG) joining the Kindergarten Education Scheme (Scheme) or a non-Scheme KG joining the "Not More Than One Place for Each Child" measure,** and provide the name of the KG concerned for the Education Bureau (EDB)'s verification.

Part II: Particulars of Applicant

2.1 The applicant **must be the original applicant of the student's admission registration document (i.e. "Registration Certificate for Kindergarten Admission" ("RC") or "Kindergarten Admission Pass" ("AP")**. Otherwise, please provide the following documents:

- Original copy of the authorisation letter signed by the original applicant of "RC" / "AP"; and
- Copies of the ID of the original applicant of "RC" / "AP" and the applicant.

If the applicant is unable to provide the above documents and the student is now under his / her guardianship, please provide relevant supporting proofs.

2.2 The English and Chinese names **must be** written **according to the order** on the ID.

2.3 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, or else this may result in delay in mailing of the result to the applicant.

2.4 Applicant should provide a residential address or Hong Kong mobile phone number for contact purpose. If a Hong Kong mobile phone number is provided, EDB will issue an "Acknowledgement of Application" to the applicant via SMS within 7 working days from the date of receipt of the applications. Non-local phone numbers will NOT be accepted.

Part III: Reason for Application

3.1 Please choose or state the reason for applying for the "Provisional Registration Letter" ("PRL").

Part IV：Undertaking and Declaration

4.1 Please read through the paragraphs of this notes and sign the application form. EDB will not process the application if the form is not properly signed.

4.2 Applicant may refer to the sample of the completed form attached in the **Appendix**.

Part V：Others

5.1 Applicant who has successfully obtained the "PRL" should not copy, transfer and / or modify its contents without authorisation. If fraud or false information is found, EDB will reserve the rights to cancel the "PRL" and pursue further action.

5.2 Applicant should retain a photocopy of the completed application form for future enquiry and reference.

Part VI：Enquiry

6.1 For details of application for "PRL", applicant may visit EDB's website (https://www.edb.gov.hk/k1-admission_e) [*Path: Admission Arrangements for Nursery (K1) Classes in Kindergartens for the 2027/28 School Year > Application Form > 4. Application for Provisional Registration Letter*] or "Glowie", the chatbot or call EDB on 3540 6808 / 3540 6811(Working hours: Monday to Friday 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 on 2891 0088.

✱ Checklist for Submission of Application

(Please tick the appropriate box for action completed)

1. The application form has been correctly filled in and Part IV "Undertaking and Declaration" has been duly signed. ☐
2. (If you are not the original applicant of the student's admission registration document) The original signed authorisation letter and copies of your ID, as well as that of the original applicant have been attached. ☐
3. The address of EDB (Room 1432, 14/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong) has been correctly written and ***"Application for Provisional Registration Letter"*** is specified on the envelope. ☐
4. Sufficient postage has been affixed to the envelope for mailing the application. Please note that any underpaid mail items will be disposed of by Hongkong Post. ☐
5. The photocopy of the completed application form has been retained for enquiry and reference. ☐

2027/28學年幼稚園幼兒班(K1)收生安排
「臨時註冊信」申請表格
Admission Arrangements for Nursery (K1) Classes in Kindergartens (KGs) for the 2027/28 School Year
Application Form for Provisional Registration Letter (PRL)

「臨時註冊信」只適用於準備重讀 K1／轉校的學生，而有關入學有效註冊文件正由現時就讀的幼稚園保管[1]。
"PRL" is only applicable to student who will repeat K1 / change to another KG and his / her admission registration document is being kept by the KG currently attending[1].
請於填表前詳閱 (1)「臨時註冊信」申請指引及 (2)「臨時註冊信」填表須知 (下稱「填表須知」)，並用黑色原子筆以正楷填寫全份表格及簽署。
Please read carefully (1) Guidance Notes on Application for "PRL" and (2) Notes for Completion of Application Form for "PRL" (the Notes) before completing this application form. The form should be filled in BLOCK LETTERS and duly signed, using black pen.

第一部 學童資料
Part I Particulars of Student

1. 英文姓名 Name in English：
(必須按身份證明文件所載順序填寫 in the same order as stated on the identity document)
CHAN YAT MING

2. 中文姓名 Name in Chinese：
陳一明

3. 出生日期 Date of Birth：
2023 年 Year 07 月 Month 11 日 Day

4. 性別 Sex：
(M) 男 Male
F 女 Female

5. 身份證明文件類別及號碼 Identity Document (ID) Type & No. :
(A) 香港出生證明書號碼 HK Birth Certificate No. S2345678(8)
B 香港身份證號碼 HKID Card No. ( )
C 其他身份證明文件類別 Other ID
證明文件號碼 Document No.

6. 現時就讀的幼稚園名稱 Name of the KG Currently Attending
好開心幼稚園

第二部 申請人資料 (申請人必須為入學註冊文件的原申請人[2])
Part II Particulars of Applicant (The applicant must be the original applicant of the admission registration document[2])

1. 英文姓名 Name in English：
(必須按身份證明文件所載順序填寫 in the same order as stated on the identity document)
CHAN TAI MAN

2. 中文姓名 Name in Chinese：
陳大文

3. 與學童的關係 Relationship with the Student :
(F) 父 Father
M 母 Mother
O 其他 (請註明) Others (please specify)

4. 住址（請用英文填寫） Home Address
Flat（室） 301 Floor（樓） 30 Block（座） 10
大廈名稱 Name of Building: TSUI YAN HOUSE
屋邨／村名稱 Estate / Village: TSUI MAN ESTATE
街道名稱及號數 No. & Name of Street:
分區 District: KWAI CHUNG
地區 Area
1 HK（港島區） 2 KLN（九龍區） (3) NT（新界及離島區）

5. 本地聯絡電話號碼 Local Contact Telephone No.：
98765XXX
如提供香港流動電話號碼，「申請確認通知」會以短訊形式發出。
If a Hong Kong mobile phone number is provided, an "Acknowledgement of Application" will be sent via SMS.

第三部 申請原因
Part III Reason for Application

上述學童已獲發「幼稚園入學註冊證」(「註冊證」)／「幼稚園入學許可書」，（入學許可書），有關文件正由現時就讀的幼稚園保管。本人基於以下原因為上述學童申請「臨時註冊信」：
The "Registration Certificate for Kindergarten Admission" ("RC") / "Kindergarten Admission Pass" ("AP") has already been issued to the above student and is being kept by the KG currently attending. I apply for a "PRL" for the above student owing to the following reason(s):

(R) 本人打算安排學童於 2027/28 學年重讀*K1，而有關幼稚園參加幼稚園教育計劃／「一人不佔多位」措施。
I intend to arrange the student to repeat* K1 in the 2027/28 school year in a KG under the Kindergarten Education Scheme / "Not More Than One Place for Each Child" measure.

C 本人打算安排學童於 2027/28 學年轉讀另一所參加幼稚園教育計劃／「一人不佔多位」措施的幼稚園。
I intend to arrange the student to change to another KG in the 2027/28 school year which is under the Kindergarten Education Scheme / "Not More Than One Place for Each Child" measure.

O 其他 (請註明)
Others (please specify) _____

[1] 本表格及相關「臨時註冊信」的有效期由 2026 年 11 月 1 日至 2027年 8 月 31 日止。 This form and relevant "PRL" are valid from 1st November 2026 to 31st August 2027.

[2] 請參考填表須知第 2.1 節。 Please refer to Para 2.1 of the Notes for Completion.

請(圈)選適用方格。 Please circle the appropriate box.

樣本 SAMPLE

* 「註冊證」的有效期一般為三年，若個別家長因個人考慮（例如：學童個別情況、家庭因素、轉校等）安排子女重讀某一級別而延長幼稚園教育超過三年，家長一般須支付未扣減「計劃」資助前的全額學費。在特殊情況下，家長可向本局申請延長「註冊證」的有效期。教育局只會就有特殊需要學童的個別情況考慮延長「註冊證」有效期的申請。申請人必須提供相關證明，如由相關註冊醫生或專業人士（例如：兒科專科醫生、精神科醫生、教育心理學家、臨床心理學家等）簽發的評估報告，證明學童有特殊需要而需要就讀幼稚園的年期較一般的三年為長。

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 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.

第四部　承諾及聲明
Part IV　Undertaking and Declaration

1. 本人特此聲明爲上述學童申請「臨時註冊信」，並會負責就此申請與教育局的聯繫及跟進。
   I hereby declare to apply for the "Provisional Registration Letter" ("PRL") for the student and will be responsible for the application and follow-up with the Education Bureau (EDB).
2. 本人特此確認，在本申請所填報的一切資料均屬真實、準確及完整。
   I hereby confirm that all information supplied in this application is true, accurate and complete.
3. 本人已詳細閱讀並完全明白「臨時註冊信」申請指引及填表須知所載的全部內容，並特此承諾會遵守申請指引及填表須知內的一切要求和細則，以及教育局就申請「臨時註冊信」不時發出其他的修訂或補充。
   I have carefully read and fully understood all the contents of the Guidance Notes on Application for the "PRL" and the Notes for Completion, and I hereby undertake that I will comply with all the requirements and specifications set out in the above two Notes, and any other amendment or supplement to the application for the "PRL" issued by EDB.
4. **個人資料收集聲明**
   本人明白並同意：
   Personal Information Collection Statement
   I understand and agree:

   收集個人資料的目的
   Purpose of Collection

   (a) 申請人就本表格提供的個人資料，會供教育局用於以下一項或多項用途：
   (i) 處理、核實、審核資格及查證臨時註冊信，各項補助和津貼，以及由教育局提供的教育服務的申請；
   (ii) 就上文(i)項所述申請的處理、核實、審核資格及查證，將個人資料與政府相關政策局／部門資料庫進行核對；
   (iii) 將個人資料與教育局資料庫進行核對，以核實／更新教育局的記錄；以及
   (iv) 編製統計資料、研究及政府刊物。

   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 Provisional Registration Letter, 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) 申請人必須按本表格的要求及於教育局處理本表格的過程中提供個人資料。假如申請人沒有提供該等個人資料，教育局可能無法辦理或繼續處理有關申請。
   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.

   可獲轉移資料者
   Classes of Transferees

   (c) 申請人提供的個人資料會供教育局人員取閱。除此之外，教育局亦可能會向下列各方或在下述情況轉移或披露該等個人資料：
   (i) 政府其他政策局及部門，包括入境事務處及學生資助處，以用於上文第(a)段所述的用途；
   (ii) 與本表格相關的學校，以用於上文第(a)段所述的用途；
   (iii) 申請人曾就披露個人資料給予訂明同意；以及
   (iv) 根據適用於香港的法例或法庭命令授權或規定披露個人資料。

   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 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) 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.

   查閱個人資料
   Access to Personal Data

   (d) 申請人有權要求查閱及更正教育局所持有關於他／她的個人資料。如需查閱或更正個人資料，請以書面向以下人士提出：高級文書主任(幼稚園行政 2)1（郵寄地址：香港灣仔郵政局郵政信箱 23179 號；電郵地址：scokga21@edb.gov.hk）。
   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.
5. 本人已細閱本承諾及聲明，並完全明白本人在本承諾及聲明下的義務及責任。
   I have read the provisions of this Undertaking and Declaration carefully and fully understood my obligations and liabilities under this Undertaking and Declaration.
6. 本人明白有關「臨時註冊信」只供臨時註冊之用，而申請人亦須確保學童具在香港入學的資格。
   I understand that the "PRL" is for provisional registration purpose only. Applicant also needs to make sure that the student is eligible to study in Hong Kong.

申請人簽署：
Signature of Applicant：　陳大文

日期（年／月／日）：
Date (Year/Month/day)：　2026/11/10

請(圈)選適用方格。 Please (circle) the appropriate box.

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