

Application for Re-issue of Registration Certificate for Kindergarten Admission / Kindergarten Admission Pass

第三部 Part III

Particulars of Child/Holder (*Please put a “✓” in the appropriate box)

- 1.** 英文姓名
Name in English

2. 中文姓名
Name in Chinese

3. 身份證明文件類別及號碼
Identity Document (ID)
Type & No.

<input type="checkbox"/>	香港出生證明書號碼 HK Birth Certificate No	<table border="1" style="height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>()</td></tr></table>										()	
									()				
<input type="checkbox"/>	香港身份證號碼 HKID Card No.	<table border="1" style="height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>()</td></tr></table>										()	
									()				
<input type="checkbox"/>	其他身份證明文件（請註明） Other ID (please specify)	_____											

號碼
No. _____

填表須知 Notes for Completion

1. 教育局須將原有的「註冊證」／「入學許可書」註銷，才能重發新的「註冊證」／「入學許可書」給申請人。已註銷的「註冊證」／「入學許可書」，即使尋回，亦不可再用作幼稚園的註冊文件。
The Education Bureau (EDB) has to void the original “RC” / “AP” so as to re-issue the new “RC” / “AP” to the applicant. Invalidated “RC” / “AP”, even when recovered, should not be used as a kindergarten registration document.
2. 申請人**必須**為「註冊證」／「入學許可書」的**原申請人**。
The application **must be** made by the **original “RC” / “AP” applicant**.
3. 申請人及兒童／持有人的姓名**必須**按身份證明文件所載**順序**填寫。
The names of the applicant and the child/holder **must be** written **according to the order** on their identity documents.
4. 通訊地址應為本港境內的地址。申請人如非在香港居住，請提供一個香港的通訊地址，否則在郵遞結果給申請人時，或會出現延誤。
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.
5. 申請費用 Application Fee :
申請人須就重發「註冊證」／「入學許可書」申請繳交有關費用，費用為**港幣 125 元**。(適用於遺失及更改註冊文件內資料。)
A fee is payable for the application for re-issue of “RC” / “AP” and the fee is **HKD \$125**. (Applicable to loss and change of information in the registration document.)
6. 申請程序 Application Procedures:
 - 6.1 申請人將填妥的表格連同以下文件放入封口信封內，貼上足夠郵資後，寄回**香港灣仔郵政局郵政信箱 23179 號**(信封面請註明：申請「重發註冊證／入學許可書」。另外，請確保已為郵件支付足夠郵資，以免申請未能送達本局。郵資不足的郵件，一律會由香港郵政處理，而本局亦無法處理有關申請)。

Applicants should send the completed application form and the following documents by post in a sealed envelope with sufficient postage to **P.O. Box. 23179, Wan Chai Post Office, Hong Kong** (Please specify on the envelope: Application for Re-issue of “RC/AP”. In addition, please ensure that sufficient postage is paid to avoid unsuccessful delivery of application. Any underpaid mail items will be disposed of by the Hongkong Post, in which case EDB will not be able to process the application).
 - 6.2 教育局於收到申請後，會以郵寄方式向申請人發出繳款單。在繳款限定期前，申請人需根據繳款細則繳付申請費用。
After receiving the application, EDB will issue a demand note to the applicant by post. The applicant should pay the application fee in accordance with the payment instructions before due date.
 - 6.3 收到申請費用後，教育局會以郵寄方式重發「註冊證」／「入學許可書」給申請人。
After receiving the application fee, EDB will re-issue the “RC” / “AP” to the applicant by post.
7. 申請人可就個別申請致電 3540 6808 / 3540 6811 與教育局職員聯絡(辦公時間：星期一至星期五上午 8:30 至下午 1:00，下午 2:00 至 6:00，星期六、日及公眾假期休息)。
For enquiries on individual applications, applicants may call EDB at 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).

第四部 承諾及聲明

Part IV Undertaking and Declaration

1. 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.
2. 本人已詳細閱讀並完全明白「填表須知」所載的全部內容，並特此承諾會遵守「填表須知」內的一切要求和細則，以及教育局就申請「重發幼稚園入學註冊證／入學許可書」不時發出的其他修訂或補充。
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. 個人資料收集聲明

Personal Information Collection Statement

本人明白並同意：

I understand and agree:

收集個人資料的目的

Purpose of Collection

(a) 申請人在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、審核資格及查證重發幼稚園入學註冊證／幼稚園入學許可書，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 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) 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 does 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、學生資助處及庫務署，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, 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.

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申請人的個人資料。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.

4. 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.

申請人簽名
Signature of Applicant
日期
Date