



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 circle the appropriate box

(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*	#	1 Mr.	2 Ms.	3 Miss
2. Name in English (in the same order as stated on the identity document)				
3. Name in Chinese				
4. Identity Document Type & No. (please refer to para 1.3 of Part B of the Guidance Notes)	#	A HKID Card No.: ()		
		B Other Identity Document: _____ Document No.: _____		
5. Year of Birth		____ Y		
6. Home Address				
	Flat		Floor	Block
Name of Building				
Estate / Village				
No. & Name of Street				
District				
Area	#	1 HK	2 KLN	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	#	1 HK	2 KLN	3 NT
8. Local Contact Telephone No.				

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)

[illegible]

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) _____

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Part IV Language of Correspondence

1. Language of correspondence #

C

 Chinese

E

 English

Part V Undertaking and Declaration

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. 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.

2. 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.

3. 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”.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

9. **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 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) 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.

10. 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.

11. 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

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Checklist for Submission of Application

1.	Has the application form been correctly filled in and Part V Undertaking and Declaration duly signed?	<div></div>
2.	Has copy of your identity document been attached?	<div></div>
3.	Has copy of the identity document of all child(ren) been attached?	<div></div>
4.	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)?	<div></div>
5.	Have you provided the correspondence address in Hong Kong?	<div></div>
6.	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.	<div></div>
7.	Have you retained a photocopy of the completed application form?	<div></div>