

Electronic "Registration Certificate for Kindergarten Admission"  
Frequently Asked Questions (Parents)

[In the questions and answers below, "schools" refers to those participating in the Kindergarten Education Scheme. The description of using the electronic "Registration Certificate for Kindergarten Admission" (e-RC) is also applicable to the electronic "Kindergarten Admission Pass" (e-AP).]

1. Q:	What should parents do if they have lost the QR code of the electronic Registration Certificate (e-RC)?
A:	If parents lose their child(ren)'s e-RC, they must apply to EDB for a re-issue as soon as possible. If the parents previously applied for the e-RC online, EDB will re-issue the same e-RC to the parents by email. If the parents previously submitted a paper application form by post, EDB will re-send the same e-RC with a QR code printed on it to the parents by post. Since administrative cost is involved in the re-issuance of the e-RC, EDB will charge the applicant an administrative fee for re-issuing the e-RC regardless of whether the e-RC is re-issued by email or post.
2. Q:	Will a child who is the holder of a paper-based RC be switched to an e-RC after applying for an extension of the validity period of the RC?
A:	Upon full implementation of the e-RC initiative, if a parent applies to EDB for an extension of the e-RC due to individual reasons and/or the child's educational needs and the application is subsequently approved, EDB will re-issue a new e-RC with a QR code to the parent concerned.
3. Q:	Will an application be approved immediately after the digitalization of the RC?
A:	The purpose of implementing the e-RC initiative is to simplify the registration procedures for admission of new intakes and the de-registration procedures for dropouts. After parents submit the application for the e-RC and all the required documents, EDB will generally take six to eight weeks to complete processing of the application and send the e-RC/AP to eligible applicants by email (for online applications) or by post (for paper application forms). If the applicant is required to submit additional documents or other relevant information, the approval time for the application for RC/AP may be extended accordingly under normal circumstances.
4. Q:	If parents use a paper application form to apply for an RC, will they receive a PDF version of the e-RC?
A:	Upon full implementation of the e-RC initiative, if parents send a completed paper application form for e-RC by post and the application is approved, EDB will issue a printed e-RC with a QR code on it to the parents by post. If necessary, parents can also keep the QR code by other means, e.g., taking photos or scanning the printed e-RC and converting it into PDF format. If parents fill out the e-form on the EDB website for an e-RC that is subsequently approved, EDB will issue an e-RC (in PDF format) to the parents concerned by email.

5. Q:	What should parents do if their children need one more year (i.e., the fourth year) to pursue kindergarten education?
A:	In general, the validity period of RC is three years. Under normal circumstances, the validity period of the RC will not be extended. Applications for extension of the validity period of RC will only be considered by EDB on a case-by-case basis for students with special needs. The applicant must provide relevant proof, for example, assessment reports issued by the relevant registered medical practitioner or professional (e.g., paediatrician, psychiatrist, educational psychologist, clinical psychologist, etc.), confirming the special needs of the child and the need for the child to pursue kindergarten education for a period longer than the normal three years.
6. Q:	If the RC is about to expire, will parents automatically receive a notification from the system by email or other means so that they can apply for extension of validity period of the RC in a timely manner?
A:	Under the current practice, parents will receive a notification from EDB about three months before the expiry of RC, reminding them to apply for extension of validity period of RC as early as possible.
7. Q:	Can parents use a paper application form to apply for an e-RC but at the same time apply for an electronic version online?
A:	If parents apply for an e-RC both by post and through online submission of an e-form at the same time, the duplicate application will not be accepted.
8. Q:	Do I need to update my child's information on the RC if his/her name has been changed?
A:	If a child's name has been changed after getting an e-RC, he/she has to apply for updating the personal particulars on a new e-RC to be re-issued by EDB. As administrative cost is involved in the re-issuance of RC, the applicant will be charged an administrative fee by EDB. Upon receipt of the new e-RC, the parent should present the new RC to the school for timely updating of the child's information by scanning the QR code.
9. Q:	Will EDB still distribute paper application forms to schools after the full implementation of the e-RC initiative?
A:	In recent years, most parents apply for the RC by submitting online electronic form, which is quick and convenient. In addition, for the sake of promoting environmental protection, starting from the 2025/26 school year (i.e., September 2025), EDB will not provide paper application forms to kindergartens. In this regard, parents may download the application form from EDB website or obtain it from the District Offices or the Regional Education Offices of EDB in person.

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