

Admission Arrangements for Nursery (K1) Classes in Kindergartens for the 2018/19 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 For the ID type of the student, the applicant should submit a copy of the Hong Kong Birth Certificate (with the word “Established” shown in the “Status of Permanent Resident” column) of the student.
- 1.4 If the Hong Kong Birth Certificate is not available or it bears the words “Not Established”, the applicant must submit copies of one of the following valid identity documents of the student (together with copy of the Hong Kong Birth Certificate, if available) -
 - a. Hong Kong Special Administrative Region (HKSAR) Re-entry Permit;
 - b. HKSAR Document of Identity for Visa Purposes (pages 1 to 3);
 - c. HKSAR Passport;
 - d. Hong Kong Permanent Identity Card;
 - e. One-way Exit Permit;
 - f. Entry Permit issued by the HKSAR Government or travel documents issued by other countries/territories bearing a valid permission to remain without any condition of stay (other than the limit of stay) in Hong Kong; or
 - g. Permit to Remain in the HKSAR (ID235B).
- 1.5 If the ID of the student belongs to category (f) or (g) above, the student is also required to produce his/her own valid travel documents (pages showing the bearer’s particulars, the latest visa label issued by the Immigration Department of the HKSAR Government and the latest “Permission to remain” stamp issued by the Immigration Department indicating the latest period of lawful stay of the student or a prescribed form of recognizance by the Director of Immigration.) to the Education Bureau (EDB).
- 1.6 The ID No. **must be** written **according to the order** on the ID.

Part II: Particulars of Applicant

- 2.1 Concerning the part on relationship, the applicant must be a parent of the student, otherwise please choose “Others” and specify the relationship with the student.
- 2.2 Correspondence address must be an address within the territory of Hong Kong and provided **in both Chinese and English**. 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.
- 2.3 Applicant should provide a Hong Kong mobile or residential phone number for contact purpose. If a Hong Kong mobile phone number is provided, EDB will issue “Acknowledgement of Application” to the applicant by sending 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 : Name and Address of the Kindergarten Currently Attending

4.1 Applicant should make sure that the student is now attending a kindergarten (KG) joining the “Free Quality Kindergarten Education Scheme” (Scheme) or a non-Scheme KG joining the “Not More Than One Place for Each Child” measure. Where necessary, EDB will verify the relevant information.

Part V : Undertaking and Declaration

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

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

Part VI : Others

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

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

Part VII : Enquiry

7.1 Applicant may visit EDB’s website (http://www.edb.gov.hk/k1-admission_e) 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 for details.

*** Checklist for Submission of Application**

(Please tick the appropriate box for action completed)

- | | |
|---|--------------------------|
| 1. The application form has been correctly filled in and Part V Undertaking and Declaration duly signed. | <input type="checkbox"/> |
| 2. The copy of the student identity document has been attached. | <input type="checkbox"/> |
| 3. The address (Room 1432, 14/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong) has been correctly written and <i>Application for “PRL”</i> specified on the envelope. | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> |
| 5. The photocopy of the completed application form has been retained for enquiry and reference. | <input type="checkbox"/> |

「臨時註冊信」申請表格

Admission Arrangements for Nursery (K1) Classes in Kindergartens for the 2018/19 School Year

Application Form for Provisional Registration Letter

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 “Provisional Registration Letter” and (2) Notes for Completion of Application Form for “Provisional Registration Letter” (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 (請參照填表須知第一部)

Part I Particulars of Student (Please refer to Part I of the Notes)

1. 英文姓名 Name in English : CHAN YAT MING
 中文姓名 Name in Chinese : 陳一明
2. 出生日期 Date of Birth : 2015 (Year) 7 (Month) 11 (Day)
3. 性別 Sex : #

1
2

 男 Male
女 Female
4. 身份證明文件類別及號碼 Identity Document (ID) Type and No. : #

A
B
C

 香港出生證明書號碼 HK Birth Certificate No. S234567(8)
 香港身份證號碼 HKID Card No. _____
 其他身份證明文件(請註明) Other ID (please specify) _____
 該身份證明文件號碼 ID No. of that document _____

第二部 申請人資料 (請參照填表須知第二部)

Part II Particulars of Applicant (Please refer to Part II of the Notes)

1. 英文姓名 Name in English : #

Mr.	Ms.	Miss
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CHAN TAI MAN
 中文姓名 Name in Chinese : #

先生	女士	小姐
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陳大文
2. 與學童的關係 Relationship with the student : #

1
2
3

 父 Father
母 Mother
其他 (請註明) Others (please specify) _____
3. 香港通訊地址 (中文) : 新界葵涌翠文邨翠欣樓八樓 801 室

 HK Correspondence Address (English) : FLAT 801, FLOOR 8
TSUI YAN HOUSE
TSUI MAN ESTATE
KWAI CHUNG, N.T.
4. 本地流動電話號碼 Local Mobile Phone No. : (作接收「申請確認通知」 For receiving “Acknowledgement of Application”) 9876 5xxx
5. 本地住宅電話號碼 Local Residential Phone No. : 2345 6xxx

請(圈)適用方格

Please circle the appropriate box.

第三部 申請原因 (請參照填表須知第三部)

Part III Reason for Application (Please refer to Part III of the Notes)

上述學童已獲發「幼稚園入學註冊證」、「幼稚園入學許可書」或「學前教育學券計劃資格證明書」，有關文件正由現時就讀的幼稚園保存。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", "Kindergarten Admission Pass" or "Certificate of Eligibility for the Pre-primary Education Voucher Scheme" has already been issued to the above student and is being kept by the kindergarten (KG) currently attending. I apply for a "Provisional Registration Letter" for the above student owing to the following reason(s):

- | | | |
|---|---|--|
| # | 1 | 本人打算安排學童於 2018/19 學年重讀 K1，而有關幼稚園參加「免費優質幼稚園教育計劃」/「一人不佔多位」措施。
I intend to arrange the student to repeat K1 in the 2018/19 school year in a KG under the "Free Quality Kindergarten Education Scheme" / "Not More Than One Place for Each Child" measure. |
| | 2 | 本人打算安排學童於 2018/19 學年轉讀另一所參加「免費優質幼稚園教育計劃」/「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 2018/19 school year which is under the "Free Quality Kindergarten Education Scheme" / "Not More Than One Place for Each Child" measure. |
| | 3 | 其他 (請註明)
Others (please specify) _____ |

第四部 現時就讀幼稚園名稱及地址 (請參照填表須知第四部)

Part IV Name and Address of the Kindergarten Currently Attending (Please refer to Part IV of the Notes)

名稱 Name :	地址 Address :
好開心幼稚園	香港開心苑開心樓地下 1-2 號

第五部 承諾及聲明 (請參閱填表須知第五部)

Part V Undertaking and Declaration (Please refer to Part V of the Notes)

- 本人特此聲明為上述學童申請「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 EDB.
- 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.
- 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的所載全部內容，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，以及政府就申請「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 this Notes, 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.
- 就個人資料收集聲明，本人特此同意就這項申請提供的個人資料以及教育局就申請要求的補充資料，將會被有關學校和教育局披露給教育局的代理人及政府各有關決策局/部門作下列用途：
For the Personal Information Collection Statement, I hereby consent that the personal data provided in the application and any supplementary information provided on the request of EDB will be disclosed by the related schools and EDB to the agents of EDB and other relevant Government bureaux/ departments for the following purposes:
(a) 處理及核實有關申請資料，包括將本人及學童所提供的資料與有關學校及其他政府決策局/部門儲存並與「2018/19 K1 收生安排」的個人資料作覆核，以避免重複發出臨時註冊信；及/或
activities relating to the processing and authentication of this application against the database of the related schools and other relevant Government bureaux/departments in association with the "2018/19 K1 Admission Arrangements" to prevent issuance of double provisional registration letters; and/or
(b) 統計及研究。
statistical and research purposes.
- 本人明白所提交的一切資料教育局概不發還。不過，根據《個人資料(私隱)條例》(香港法例第 486 章)第 18 和 22 條，以及附表 1 第 6 原則，申請人有權查閱及更正申請表內填寫的個人資料。此外，申請人亦可索取其個人資料的副本，此項要求須以書面形式向教育局提出。
I understand that all documents submitted are not returnable. However, in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong), an applicant has the right to obtain access and make corrections to the data provided by him/her. He/she can also obtain copies of his/her personal data. Such request should be addressed to the EDB in writing.
- 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.
- 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.

申請人姓名 (正楷) :

Name of Applicant (in BLOCK LETTERS):

陳大文

申請人簽署 :

Signature of Applicant :

陳大文

日期 (年/月/日) :

Date (Year/Month/day) :

2017/12/10

請(圈)適用方格

Please (circle) the appropriate box.