

# Filling in the Application Form of “Registration Certificate for KG Admission”

POINTS TO NOTE

# Sample – Application Form of “Registration Certificate for KG Admission” (RC) [in light green]

**EDUCATION BUREAU** (Please read carefully the Guidance Notes before filling in the application form.)  
**APPLICATION FOR REGISTRATION CERTIFICATE FOR KINDERGARTEN ADMISSION**  
 (Parents are required to submit an application between September and November 2018 for their child/ren going to study in Nursery Class (K1) in the 2019/20 school year.)

**Part I Particulars of Applicant (Particulars of father/mother of the student)** \* Optional to fill in # Please circle the appropriate box

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. # A | HKID Card No. # B | Other Identity Document: Document No. #

5. Year of Birth

6. Home Address Flat Floor Block

7. Correspondence Address in HK (Please have both if it is the same as the home address) Name of Building

8. Local Contact Telephone No. (mobile\*)

**Part II Particulars of student(s)** # Please circle the appropriate box

1. a. Name in English (mandatory) b. Name in Chinese

c. Identity Document Type and No. # A | HK Birth Certificate No. # B | HKID Card No. # C | Other Identity Document: Document No. #

d. Date of Birth

e. Relationship with Applicant # A | Child # B | Other (please specify in Part III with relevant supporting proofs)

f. School Year Applying for # C | 2019/20 school year # E | 2018/19 school year

g. Class Applying for # N | Nursery Class (K1) # L | Lower Class(K2) # U | Upper Class (K3)

2. a. Name in English (mandatory) b. Name in Chinese

c. Identity Document Type & No. # A | HK Birth Certificate No. # B | HKID Card No. # C | Other Identity Document: Document No. #

d. Date of Birth

e. Relationship with Applicant # A | Child # B | Other (please specify in Part III with relevant supporting proofs)

f. School Year Applying for # C | 2019/20 school year # E | 2018/19 school year

g. Class Applying for # N | Nursery Class (K1) # L | Lower Class(K2) # U | Upper Class (K3)

**Part III Other Special Family Information**

If you have filled in Part II particulars of any member who is **not** a child of yours, please specify your relationship with the student. Please also provide copy of the identity document and submission letter of the student's father/mother. If such documents cannot be provided, and the student is now under your guardianship, please provide relevant supporting proofs.

Relationship with the student (Please specify)

**Part IV Language of Correspondence** # Please circle the appropriate box

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 any dependent(s) (particulars of whom are provided in Part II of this Form) (hereafter individually or collectively referred to as "Student") 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 8 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 Student 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 Student covered under the "Scheme" for registration in an eligible local non-profit-making KG under the "Scheme".

4. I hereby undertake and warrant that information, supporting documents and representations (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 the Education Bureau (EDB) will process the application based on the information.

5. 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) 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.

6. I understand and agree:

I. The personal data provided by means of this application (including the personal data of my own and the Student's) will be used for (i) processing and verifying the information provided in and/or in relation to this application, (ii) education-related statistics and research, and (iii) enquiry handling purpose.

II. The provision of the personal data by me as required in this form is obligatory, except for the information that is specified as "optional". If I fail to provide such information or supporting documents as required (e.g. copy of the identity document), my application may be held in abeyance or be rejected.

III. EDB can disclose the personal data collected to any person, company, organization or HKSAR Government department/bureau and the NGOs that the Student is admitted/transferred to; I also give consent to the organization or HKSAR Government department/bureau concerned to release any and/or the Student's personal data to the EDB for any of the purposes stated in paragraph (I) above.

IV. I understand that all documents submitted in this application are not returnable. However, in accordance with Sections 18 and 23 and Principle 4 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 correction 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, and

V. Enquiries concerning the personal data collected, including the request to access and make correction, I may refer to the "Privacy Policy" of the EDB website at [http://www.edb.gov.hk/en/privacy\\_policy.html](http://www.edb.gov.hk/en/privacy_policy.html).

7. This Undertaking and Declaration shall be governed by and construed in accordance with the laws of Hong Kong and the HKSAR Government shall irrevocably submit to the exclusive jurisdiction of the Courts of Hong Kong.

8. 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: \_\_\_\_\_

**Checklist for Submission of Application**

1. Has the application form been correctly filled in and Part V Undertaking and Declaration duly signed?

2. Has copy of your identity document been attached?

3. Has copy of the identity document of all student(s) been attached?

4. If the student is **not** a child of yours, have you specified your relationship with the student in Part III of the application form with relevant supporting proofs (copy of the identity document and submission letter of father/mother of the student)?

5. Have you provided the correspondence address in Hong Kong?

6. For application by post, have you written the correct postal address of EDB (P.O. Box 33179, Wai Chai Post Office, Hong Kong) and affixed sufficient postage to the envelope for mailing the application? Please note any undelivered mail items will be disposed of by the Hong Kong Post.

7. Have you retained a photocopy of the completed application form?

Note: This form is valid from 1<sup>st</sup> September 2018 to 31<sup>st</sup> August 2019 and also applicable to application for Kindergarten Admission Pass.  
 EDB 1018



6. Home Address	Flat	<input type="text"/>	Floor	<input type="text"/>	Block	<input type="text"/>
	Name of Building	<input type="text"/>				
	Estate/Village	<input type="text"/>				
	No. & Name of Street	<input type="text"/>				
	District	<input type="text"/>				
	Area	#	<input type="text"/> 1 HK	<input type="text"/> 2 KLN	<input type="text"/> 3 NT	
7. Correspondence Address in HK (please leave blank if it is the same as the home address)	Flat	<input type="text"/>	Floor	<input type="text"/>	Block	<input type="text"/>
	Name of Building	<input type="text"/>				
	Estate/Village	<input type="text"/>				
	No. & Name of Street	<input type="text"/>				
	District	<input type="text"/>				
	Area	#	<input type="text"/> 1 HK	<input type="text"/> 2 KLN	<input type="text"/> 3 NT	

- Correspondence address must be an address within the territory of Hong Kong. If you do not live in Hong Kong, please provide an address in Hong Kong for correspondence use in addition to the home address.

8. Local Contact Telephone No.	<input type="text"/>	(mobile*)	<input type="text"/>	(home)
	For receiving "Acknowledgement of Application"			

- If you wish to receive SMS for acknowledging receipt of your application, you must provide a valid local mobile phone number



c. Identity Document Type and No. (Please refer to para 2.3 of Part B of the Guidance Notes)	#	A	HK Birth Certificate No:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	( )
		B	HKID Card No:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	( )
		C	Other Identity Document:	_____								Document No: _____

To prove the Hong Kong resident status 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.

If this is not available or if the Hong Kong Birth Certificate bears the words “Not Established”, the applicant must submit a copy of one of the following valid identity documents of the student(s) (together with a 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).

If the identity document of student belongs to category (f) or (g) above, the applicant and the student have to present copies of their own valid travel documents (including 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 applicant and the student) to EDB as well.

d. Date of Birth

Y   M   D

- born on or before 31 December 2016 (for admitting K1 in the 2019/20 school year)

e. Relationship with Applicant

#  A Child

B Other (please specify in Part III with relevant supporting proofs)

f. School Year Applying for

(please refer to para 2.1 of Part B of the Guidance Notes)

#  C 2019/20 school year

E 2018/19 school year

g. Class Applying for

(with regard to the school year selected in item f)

#  N Nursery Class (K1)

L Lower Class(K2)

U Upper Class (K3)

## Part III Other Special Family Information

If you have filled in Part II particulars of any member who is **not** a child of yours, please specify your relationship with the student. Please also provide copy of the identity document and authorisation letter of the student's father/mother. If such documents cannot be presented, and the student is now under your guardianship, please provide relevant supporting proofs.

Relationship with the student (Please specify) \_\_\_\_\_

- If the student is not your child, specify your relationship with the student and provide a copy of the identity document of the student's father/mother, as well as an authorisation letter.

# Filling in the application form – Points to note

## Part IV Language of Correspondence

1. Language of correspondence #  C Chinese  E English

## Part V Undertaking and Declaration

Signature of Applicant: \_\_\_\_\_

Date:     Y   M   D

- Read through the paragraphs in the Guidance Notes and sign in the space provided. EDB will not process the application if this part is not properly signed.



## Part VI Checklist for Submission of Application

1. Has the application form been correctly filled in and Part V Undertaking and Declaration duly signed?
2. Has copy of your identity document been attached?
3. Has copy of the identity document of all student(s) been attached?
4. If the student is **not** a child of yours, have you specified your relationship with the student in Part III of the application form with relevant supporting proofs (copy of the identity document and authorisation letter of father/mother of the student)?
5. Have you provided the correspondence address in Hong Kong?
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.
7. Have you retained a photocopy of the completed application form?

- Please tick the appropriate boxes for action completed.

# Submission method

“Acknowledgement of Application” will be issued to applicants within 10 working days from the date of receipt of the applications.

It takes six to eight weeks to complete processing of the applications.

## ▶ By post:

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Please forward copies of the necessary supporting documents together with the duly completed application form to EDB.

Correspondence  
Address

✂

Education Bureau  
P.O. Box 23179, Wan Chai Post Office, Hong Kong  
“Re. Application for Registration Certificate for Kindergarten Admission”

Please remember to attach copy of valid supporting documents, provide address and affix sufficient postage on the envelope.

## ▶ Drop-in box :

14/F, Wu Chung House, 213 Queen’ s Road East, Wan Chai, HK

(Working hours: Mondays to Fridays 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).