



## EDUCATION BUREAU

### GUIDANCE NOTES ON APPLICATION FOR REGISTRATION CERTIFICATE FOR KINDERGARTEN ADMISSION

(This Guidance Notes is applicable to applications submitted between 1<sup>st</sup> September 2019 and 31<sup>st</sup> August 2020)

#### IMPORTANT NOTES

- Please read every paragraph of the Guidance Notes carefully before completing the Application Form.
- Application for “Registration Certificate for Kindergarten Admission” (hereafter referred as “RC”) is a family-based application. Each family is advised to submit ONLY ONE application for all eligible children of the family. If a student can receive education in Hong Kong but is not eligible for receiving the subsidy, Education Bureau will then issue a “Kindergarten Admission Pass” (hereafter referred as “AP”) to the student concerned.
- The personal data provided by the applicant will be used by Education Bureau to process the application for the “RC” / “AP”. Applicants are reminded that if any representation given is incorrect or misleading or if a false instrument is provided; or if they fail to comply with any provisions of the Undertaking and Declaration (i.e. Part V of the Application Form), relevant parties shall be entitled to immediately invalidate this application or, as the case may be, immediately invalidate the “RC” / “AP” issued; and the applicants may be liable to litigation and/or criminal prosecution.

#### A - General Information

##### 1. Kindergarten Education Scheme

- 1.1 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 to improve the quality of KG education in various aspects through different measures. On the scope of the “Scheme”, the HKSAR Government will provide basic subsidy which would cover half-day service in local non-profit-making (NPM) KGs to benefit all eligible KG children (including nursery (K1), lower KG (K2) and upper KG (K3) classes). To unleash the potential of the local labour force under the population policy, additional resources will be provided for eligible KGs offering whole-day and long whole-day services to encourage them to offer more such services at a more affordable rate.
- 1.2 To be eligible to join the “Scheme”, KGs should be NPM and offering a local curriculum that conforms with the KG curriculum guidelines published by Education Bureau (EDB), with proven track records on providing quality KG education. KGs are also required to meet a certain eligibility criteria such as requirements in teacher qualifications, teacher-pupil ratio, level of school fees, etc. Please refer to EDB’s website ([www.edb.gov.hk](http://www.edb.gov.hk)) for information on KGs joining the “Scheme” and other details.

##### 2. Admission Arrangements for K1 Classes in KGs in the 2020/21 School Year

- 2.1 KGs in Hong Kong have been characterised by its flexibility and diversity, among others, including local/non-local, NPM/private independent KGs, as well as providing different modes of services. Parents can choose a KG suitable for their children with regard to their needs while KGs have discretion on student admission. Under the “Scheme”, EDB will continue to implement the Admission Arrangements for K1 classes in KGs for the 2020/21 school year (hereafter referred to as “2020/21 K1 Admission Arrangements”) with a view to facilitating the smooth operation of the admission process of KGs and helping parents confirm early a KG place for their child. Parents who wish to apply for admission to a K1 class in a Scheme-KG for their children in the 2020/21 school year should follow the procedure set out below. The procedure is applicable to all NPM KGs joining the “Scheme”.
- 2.2 Parents are required to apply to EDB for a “RC” from September to November 2019. Upon receipt of the application with all necessary information and documents provided, EDB will generally take six to eight weeks to complete processing of the application and issue the “RC” to applicants who are eligible for receiving subsidy under the “Scheme” by post. If a student cannot obtain an “RC” as he/she can receive education in Hong Kong but is not eligible for receiving subsidy under the Scheme, EDB will then issue an “AP” to the student concerned for registration and admission to a Scheme-KG but the parents concerned 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.
- 2.3 Even though the parents are not sure about their children’s eligibility for applying for the “RC” or wish to apply for the “AP”, they should follow the requirements stated in paragraph 2.2 and apply for the “RC” (hereafter referred to as Application for the “RC”). EDB will assess the eligibility of the application concerned and issue an “RC” or “AP” to the student.
- 2.4 EDB will issue an “RC” or “AP” (hereafter referred to as registration document) to each student who can receive education in Hong Kong and all Scheme-KGs can only admit students holding a valid registration document.
- 2.5 The “RC” will be used for registration for K1 during the “centralised registration dates” (i.e. 9 to 11 January 2020). Due to the processing time of the “RC”, parents are required to submit their applications for the “RC” to the EDB by 30 November 2019 at the latest. Otherwise, the “RC” / “AP” will generally not be issued before the “centralised registration dates” for K1 registration.
- 2.6 Parents should understand from KGs about their school-based admission mechanism, including the procedure, criteria, interview arrangements, application fee, etc. They should obtain application forms and submit applications for admission in accordance with the requirements as specified by individual KGs. KGs will inform parents of the admission application result before **20 December 2019**.

- 2.7 Upon receipt of notification(s) of admission, parents should, after careful consideration, choose one KG for registration. They are required to submit the “RC” / “AP” and pay registration fee at the KG to complete the registration procedure during the “centralised registration dates” (i.e. 9 to 11 January 2020). This measure is to avoid the hoarding of more than one place by an applicant at any one time, which may affect other applicants.
- 2.8 The “RC” / “AP” is issued by EDB and should be kept by the KG that the student is registered with. If the student is admitted after the “centralised registration dates”, he/she is still required to submit the “RC” / “AP” for registration. If a parent wishes to change school after registering with a KG, he/she is required to get back the “RC” / “AP” from the KG with which he/she has registered and submit the registration document to the KG that the student is being transferred to for registration. Upon getting back the “RC” / “AP” from a KG, the KG concerned will no longer reserve the place for that student. Normally, the registration fee paid to the KG with which the student has registered will not be refunded.
- 2.9 EDB will release K1 vacancy information from the beginning of February 2020 onwards (i.e. after the “centralised registration dates”). If necessary, parents may obtain the information via EDB’s website, Regional Education Offices and EDB hotline.

### 3. Eligibility Criteria for Application for the “RC”

- 3.1 The students must be Hong Kong residents with right of abode, right to land or valid permission to remain without any condition of stay (other than the limit of stay) in Hong Kong (please provide relevant supporting documents as listed in paragraph 2.3 of Part B).
- 3.2 The students who will be attending KG classes in the 2020/21 school year must be born on or before 31 December 2017. The students who will be attending KG classes in the 2019/20 school year must be born on or before 31 December 2016. **Please note that the students who were born on or after 1 January 2018 are NOT eligible to apply for the “RC”.**
- 3.3 Students holding visitor visas, two-way exit permits or student visas only are not eligible to apply for the “RC”.
- 3.4 Children reaching the age of 6 or above should normally attend primary schools. For enquiry on admission to Primary One, parents may call the School Places Allocation Section of EDB at 2832 7700 / 2832 7740 or EDB’s 24-hour automatic telephone enquiry system at 2891 0088. Parents may submit an application for the “RC” to EDB for consideration together with documentary proof showing the admission of their children to a KG in the forthcoming school year and a declaration from the parents that their children have not participated in the Primary One Admission for September of coming year.
- 3.5 Since each student should have a valid registration document for admission to KGs under the “Scheme”, EDB will issue an “AP” to students who have right to receive education in Hong Kong but ineligible for issuance of the “RC”, hence, cannot receive subsidy under the “Scheme”. Holders of “AP” could register and be admitted to a KG under the “Scheme” but their 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.

### 4. Application Procedures for the “RC”

- 4.1 The application procedures are shown as below:

#### Methods of submitting application forms

- (a) Applicants may submit the completed application form and copies of the relevant supporting documents to Kindergarten Administration 2 Section, EDB (P.O. Box 23179, Wan Chai Post Office, Hong Kong) by post with sufficient postage; or
- (b) Applicants may enclose the documents for the application in an envelope, sealed with front cover labelled “Application for Registration Certificate for Kindergarten Admission” and drop it into the drop-in box of EDB on 14/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong during working hours of EDB (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).



EDB will issue “Acknowledgement of Application” to applicants by sending SMS to the applicants’ mobile phone number provided in the application forms or issuing acknowledgement letter by post to the applicants within 10 working days from the date of receipt of the applications. If applicants do not receive any acknowledgment from EDB three weeks after submitting their application forms, please call EDB at 3540 6808 / 3540 6811 or 24-hour automatic telephone enquiry system at 2891 0088 to check whether the application has been received to avoid delay in application processing due to wrong/unsuccessful delivery.

**Note: Applicants who wish to receive SMS for acknowledging receipt of their applications must provide a valid local mobile phone number. Otherwise, EDB will issue the acknowledgement letter by post to the applicants.**



Upon receipt of the applications with all necessary information and documents provided, EDB will generally take six to eight weeks to complete processing of the applications and issue the “RC” / “AP” to eligible applicants by post. Applicants who are required to provide supplementary information will be notified later and in such case, the processing time would be lengthened pending their response on the provision of supplementary information.

**Note: If the “RC” / “AP” will be used for registration for K1 during the “centralised registration dates”, parents are required to submit their applications for the “RC” to the EDB by 30 November 2019 at the latest. Otherwise, the “RC” / “AP” will generally not be issued before the “centralised registration dates”.**

- 4.2 Completed application form together with the copies of the relevant supporting documents may be put in an envelope with **sufficient postage affixed for sending back the application to EDB by post** (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). The address of EDB is provided at the bottom part of page 6 of this Guidance Notes. Alternatively, applicants may enclose the application form and supporting documents in a sealed envelope labelled as **“Application for Registration Certificate for Kindergarten Admission”** and drop the envelope into EDB drop-in box during working hours of EDB (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) as detailed in paragraph 4.1 above.
- 4.3 Return of application form by fax or by email will NOT be accepted.
- 4.4 The recommended application period is set out below (applicable to the students who will be attending KG classes in the 2020/21 school year):

Expected KG Admission Time	Recommended Application Time
Commencement of the 2020/21 School Year	September to November 2019
After the commencement of the 2020/21 School Year	Six to eight weeks <b>before</b> admission / registration

Students who start to attend KG classes and submit applications for the “RC” sometime after the commencement of a school year and are issued the “RC” / “AP” will be able to admit to eligible KGs within the school year they submit the applications. **The validity period for the student concerned to study in the eligible KG will be shortened accordingly and the month of application will be duly specified on the “RC” / “AP”.**

- 4.5 Change to Information Provided in the Application:

If there is any change to the information (e.g. name) provided by the applicants or the applicants wish to amend or provide supplementary information in relation to their applications submitted during the application processing stage, they must notify EDB in writing promptly. Any changes must be made known to EDB no later than 30 calendar days from the date of occurrence of changes. The notification must be duly signed and submitted together with copies of the relevant supporting documents to EDB. Where necessary, EDB may also request for additional information from the applicants to process the applications. If applicants fail to provide the necessary information within 30 calendar days from the date of request for additional information, the applications will automatically become invalid. Multiple applications from the same applicant may lead to delay in application processing.

- 4.6 Application for Re-assessment:

If applicants disagree with the results of their assessment, they may apply in writing to EDB for re-assessment within 30 calendar days from the issue dates of the notifications of result, providing detailed justifications and documentary evidence in support of their applications, if applicable. The applications for re-assessment must be duly signed by the applicants. Re-assessment of eligibility normally takes six to eight weeks.

- 4.7 Application for other Financial Assistance:

4.7.1 Under the “Scheme”, the HKSAR Government will provide subsidy to eligible local NPM KGs. The needy families may apply to the Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency for financial assistance under the Kindergarten and Child Care Centre Fee Remission Scheme (“KCFRS”) and the Grant for School-related Expenses for Kindergarten Students (“Grant-KG”) **separately**. Besides, families not applying for the KCFRS may still apply for the Grant-KG. Families applying for the above student financial assistance schemes are subject to the eligibility requirements of the concerned schemes. “Household Application Form for Student Financial Assistance Schemes (2020/21)” is expected to be available for distribution around July 2020. The SFO will upload the application form, the procedures for application and details of the concerned schemes on its homepage in due course.

4.7.2 Parents in receipt of the Comprehensive Social Security Assistance with children to be admitted to KGs in the 2020/21 school year, like parents of other pre-primary children, are required to apply to EDB for the “RC”, so as to use it as the document for registration with an eligible local NPM KG under the “Scheme”.

## 5. Provision/Handling of Personal Data

- 5.1 **It is the responsibility of applicants to complete the application forms fully and truthfully and to provide all supporting documents. Applicants are reminded to go through the "Checklist for Submission of Application" on page 6 to ensure the list of supporting documents required are prepared for the application. EDB will assess the eligibility of the students based on the information provided by the applicants. Insufficient information may lead to delay in processing or even render the applications disqualified for further processing, resulting in invalidation of an application by EDB.**

- 5.2 The personal data provided in the application and any supplementary information (e.g. missing identity document) provided on the request of EDB will be disclosed to relevant HKSAR Government bureaux/departments for the following purposes:

- Activities relating to the processing and authentication of this application including matching of the personal data of the applicant and the student with the database of other relevant HKSAR Government bureaux/departments (e.g. the Immigration Department);
- Statistics and research purposes; and
- Enquiry handling purpose.

- 5.3 The personal data of the applicant and the student provided may be disclosed to other HKSAR Government bureaux/departments and the related schools for the purposes stated in paragraph 5.2 above; or where the applicant has given consent to such disclosure; or where such disclosure is authorised or required by law.
- 5.4 Any misrepresentation, omission of facts or provision of a false instrument will lead to disqualification and possible prosecution.
- 5.5 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 subject to the payment of necessary administrative charges. Such request should be addressed to EDB in writing.

## 6. Enquiry

- 6.1 Applicants may visit EDB's website at [www.edb.gov.hk](http://www.edb.gov.hk) for details of the "Scheme" and applications for "RC". For enquiries on individual applications, applicants may also call EDB at 3540 6808 / 3540 6811 or 24-hour automatic telephone enquiry system at 2891 0088.

## B - Notes on How to Complete the Application Form

Please fill in the form clearly in **black or blue ink** and complete Parts I to V according to the instructions stated in the application form and the Guidance Notes.

### Part I Particulars of Applicant

- 1.1 Applicant may choose to indicate "Title" to facilitate future communication.
- 1.2 Applicant should put down his/her English and Chinese name according to **the same order as stated on his/her identity document**. If the student(s) is/are not your child/children, you should specify your relationship with the student(s) and provide copy of the identity document of the student's father/mother, as well as an authorisation letter. If the applicant is unable to provide the documents concerned and the student(s) is/are under his/her guardianship, please provide relevant supporting proofs. If the student(s) is/are permitted to remain in Hong Kong temporarily, applicant must also be the sponsor of the student(s) (i.e. dependent(s)).
- 1.3 Applicant should put down his/her Hong Kong Identity (HKID) Card number and submit a copy of his/her valid HKID card. If HKID card is not available, the applicant shall complete the part of "Other Identity Document" and submit copies of other valid identity documents (e.g. Mainland identity card, travel document, etc.).
- 1.4 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 in addition to the home address, or else this may result in delay in mailing of the result to the applicant.

### Part II Particulars of Student(s)

- 2.1 Students whose particulars to be filled in must meet the eligibility criteria set out in paragraph 3.1 and 3.2 of Part A. The minimum age of the children to be enrolled to corresponding KG levels is appended below:

#### Attending KGs in the 2020/21 school year

Class	Age of the Children as at 31 August 2020
Nursery (i.e. K1)	Minimum age of 2 years and 8 months (born on or before 31.12.2017)
Lower KG (i.e. K2)	Minimum age of 3 years and 8 months (born on or before 31.12.2016)
Upper KG (i.e. K3)	Minimum age of 4 years and 8 months (born on or before 31.12.2015)

#### Attending KGs in the 2019/20 school year

Class	Age of the Children as at 31 August 2019
Nursery (i.e. K1)	Minimum age of 2 years and 8 months (born on or before 31.12.2016)
Lower KG (i.e. K2)	Minimum age of 3 years and 8 months (born on or before 31.12.2015)
Upper KG (i.e. K3)	Minimum age of 4 years and 8 months (born on or before 31.12.2014)

- 2.2 The English and Chinese name **should be in the same order** as stated on the identity document.
- 2.3 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 and HKSAR Document of Identity for Visa Purposes;
- (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.

### Part III Other Special Family Information

- 3.1 If the student(s) is/are not your child/children, you should specify your relationship with the student(s) and provide a copy of the identity document of the student’s father/mother, as well as an authorisation letter. If the applicant is unable to provide the documents concerned and the student(s) is/are under his/her guardianship, please provide relevant supporting proofs.

### Part IV Language of Correspondence

- 4.1 Applicant should circle the language of correspondence. If no indication is given, EDB will make reference to the language that the applicant used in completing the application form for correspondence.

### Part V Undertaking and Declaration

- 5.1 Please read through the paragraphs in the Guidance Notes and sign in the space provided in Part V Undertaking and Declaration of the application form. EDB will not process the application if this part is not properly signed.
- 5.2 Applicant may refer to the sample of the completed form attached in Appendix.

## C - Notes on “RC” / “AP” to be Issued

- 1.1 The “RC” / “AP” is a registration document for students to admit to an eligible KG under the “Scheme”. The validity period of the “RC” / “AP” is determined on the basis of the classes and the school year the eligible students are applying for, the period of lawful stay of the students and the date of the application to be received by EDB. The validity period will normally range from 1 to 3 years. Details are illustrated in the table below:

#### Applying for the 2020/21 school year

Level to be Enrolled	Validity Period of the “RC” / “AP”
Nursery (i.e. K1)	From the commencement of the 2020/21 school year to the end of the 2022/23 school year
Lower KG (i.e. K2)	From the date of the application to be received by EDB to the end of the 2021/22 school year
Upper KG (i.e. K3)	From the date of the application to be received by EDB to the end of the 2020/21 school year

#### Applying for the 2019/20 school year

Level to be Enrolled	Validity Period of the “RC” / “AP”
Nursery (i.e. K1)	From the date of the application to be received by EDB to the end of the 2021/22 school year
Lower KG (i.e. K2)	From the date of the application to be received by EDB to the end of the 2020/21 school year
Upper KG (i.e. K3)	From the date of the application to be received by EDB to the end of the 2019/20 school year

**Please note that each eligible child with the “RC” is eligible for studying continuously in eligible KG(s) for a maximum of three school years. The validity period will normally not be extended. If the parents arrange for their children to 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 the full school fee before deduction of subsidy under the Scheme. Under special circumstances, parents may apply for the extension of the validity period of the “RC”. Application for extension of validity period of “RC” will only be considered by the EDB on a case-by-case basis for students with special educational 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 educational needs of the child and the need for the child to pursue KG education for a period longer than the normal three years.**

**Besides, 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 the EDB for subsidy. 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.

- 1.2 EDB will inform applicant of the result by post. Since the “RC” / “AP” will be mailed to the home/Hong Kong correspondence address of the applicant, the applicant must therefore ensure that the home/Hong Kong correspondence address is accurately provided in the application form. In case the applicant changes the home/Hong Kong correspondence address in the course of application, such change must be made known to EDB in the first instance. Otherwise, the “RC” / “AP” may not be mailed to the applicant and the applicant would have to bear any possible consequence, including their inability to be admitted to KGs.
- 1.3 Loss or damage of the “RC” / “AP” must be reported to EDB at 3540 6808 / 3540 6811 or 24-hour automatic telephone enquiry system at 2891 0088 so that EDB can void the “RC” / “AP”. Invalidated “RC” / “AP”, even when recovered, would not be accepted as the document for registration with KGs. Applicants may apply for re-issue of the “RC” / “AP” from EDB at cost.

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**Checklist for Submission of Application** (please tick the appropriate box for action completed)

- 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 marked 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?

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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”



(For staple)



## EDUCATION BUREAU

Appendix

## APPLICATION FOR REGISTRATION CERTIFICATE FOR KINDERGARTEN ADMISSION

(Please read carefully the Guidance Notes before filling in the application form)

(Parents are required to submit an application **between September and November 2019** for their child(ren) going to study in **Nursery Class (K1) in the 2020/21 school year**)

# Please circle the appropriate box

**Part I Particulars of Applicant** (Normally the applicant must be the parent of the student or else please specify in Part III with relevant supporting proofs) \* Optional to fill in

1. Title*	# <input checked="" type="radio"/> 1 Mr. <input type="radio"/> 2 Ms. <input type="radio"/> 3 Miss
2. Name in English (in the same order as stated on the identity document)	C H A N T A I M A N
3. Name in Chinese	陳 大 文
4. Identity Document Type & No. (please refer to para 1.3 of Part B of the Guidance Notes)	# <input checked="" type="radio"/> A HKID Card No: A 1 2 3 4 5 6 (7) <input type="radio"/> B Other Identity Document: _____ Document No: _____
5. Year of Birth	1 9 8 2 Y
6. Home Address	Flat H Floor 1 8 Block 1 0
Name of Building	T S U I Y A N H O U S E
Estate/Village	T S U I M A N E S T A T E
No. & Name of Street	
District	K W A I C H U N G
Area	# <input type="radio"/> 1 HK <input type="radio"/> 2 KLN <input checked="" type="radio"/> 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	# <input type="radio"/> 1 HK <input type="radio"/> 2 KLN <input type="radio"/> 3 NT
8. Local Contact Telephone No.	9 1 2 3 4 5 6 7 (mobile*) 2 3 4 5 6 7 8 9 (home) For receiving "Acknowledgement of Application"

For Office Use

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**Part II Particulars of student(s)**

(particulars of other students not applying for or already applied for Registration Certificate/Kindergarten Admission Pass NOT required)

1.a. Name in English (mandatory) (in the same order as stated on the identity document)	C H A N T A I M I N G
b. Name in Chinese	陳 大 明
c. Identity Document Type & No. (Please refer to para 2.3 of Part B of the Guidance Notes)	# <input checked="" type="radio"/> A HK Birth Certificate No: S 4 5 6 7 8 9 (0) <input type="radio"/> B HKID Card No: _____ <input type="radio"/> C Other Identity Document: _____ Document No: _____
d. Date of Birth	2 0 1 7 Y 0 3 M 2 0 D
e. Relationship with Applicant	# <input checked="" type="radio"/> A Child <input type="radio"/> 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)	# <input checked="" type="radio"/> C 2020/21 school year <input type="radio"/> E 2019/20 school year
g. Class Applying for (with regard to the school year selected in item f)	# <input checked="" type="radio"/> N Nursery Class (K1) <input type="radio"/> L Lower Class(K2) <input type="radio"/> U Upper Class (K3)
2.a. Name in English (mandatory) (In the same order as stated on the identity document)	
b. Name in Chinese	
c. Identity Document Type & No. (please refer to para 2.3 of Part B of the Guidance Notes)	# <input type="radio"/> A HK Birth Certificate No: _____ <input type="radio"/> B HKID Card No: _____ <input type="radio"/> C Other Identity Document: _____ Document No: _____
d. Date of Birth	____ Y ____ M ____ D
e. Relationship with Applicant	# <input type="radio"/> A Child <input type="radio"/> 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)	# <input type="radio"/> C 2020/21 school year <input type="radio"/> E 2019/20 school year
g. Class Applying for (with regard to the school year selected in item f)	# <input type="radio"/> N Nursery Class (K1) <input type="radio"/> L Lower Class(K2) <input type="radio"/> U Upper Class (K3)

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Note: This form is valid from 1<sup>st</sup> September 2019 to 31<sup>st</sup> August 2020 and also applicable to application for Kindergarten Admission Pass.

### Part III Other Special Family Information

If you have filled in Part II particulars of any student 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 not under your guardianship, please provide relevant supporting proofs.

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

For Office Use

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### Part IV Language of Correspondence

1. Language of correspondence #  C Chinese  E English

### Part V Undertaking and Declaration

- 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 "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 10 below.
- 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".
- 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".
- I understand the validity period of "RC", in general, is 3 years. If the parents arrange for their children to 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 the full school fee before deduction of subsidy under the Scheme. Under special circumstances, parents may apply for the extension of the validity period of the "RC". Application for extension of validity period of "RC" will only be considered by the Education Bureau (EDB) on a case-by-case basis for students with special educational 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 educational needs of the child and the need for the child to pursue KG education for a period longer than the normal three years.
- 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 the EDB for subsidy. 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.
- 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 EDB will process the application based on the information.
- 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.
- I understand and agree:
  - 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;
  - 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 documents), my application may be held in abeyance or be rejected;
  - EDB can disclose the personal data collected to any person, company, organisation or HKSAR Government department/bureau and the KGs that the Student is admitted/transferred to; I also give consent to the organisation or HKSAR Government department/bureau concerned to release my and/or the Student's personal data to the EDB for any of the purposes stated in paragraph (I) above;
  - I understand that all documents submitted in this application 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 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
  - 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>.
- 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.
- 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: 陳大文

Date: 2 | 0 | 1 | 9 | Y | 0 | 9 | M | 2 | 1 | D

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### Checklist for Submission of Application

- Has the application form been correctly filled in and Part V Undertaking and Declaration duly signed?
- Has copy of your identity document been attached?
- Has copy of the identity document of all student(s) been attached?
- 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)?
- Have you provided the correspondence address in Hong Kong?
- 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.
- Have you retained a photocopy of the completed application form?