



(For staple)



EDUCATION BUREAU

APPLICATION FOR REGISTRATION CERTIFICATE FOR KINDERGARTEN ADMISSION

(Please read carefully the guidance notes before filling in the application form)

* Optional to fill in

Part I Particulars of Applicant (Particulars of father/mother of the student)

Please circle the appropriate box.

1. Title* # 1 Mr. 2 Ms. 3 Miss

2. Name in English
(Please refer to para. 1.2 of Part B of the Guidance Notes)

3. Name in Chinese

4. Identity Document Type and 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 _____ Year

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 Flat _____ Floor _____ Block _____
(Please leave blank if it is the same as the home address)
Name of Building _____
Estate / Village _____
No. & Name of Street _____
District _____
Area # 1 HK 2 KLN 3 NT

8. Local Mobile Phone No.* _____ Home Telephone No. _____
(Please refer to para.4.1 of Part A of the Guidance Notes)

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Part II Particulars of students (who were born on or before 31 December 2015 and who will be attending kindergarten (KG) classes in a Free Quality KG Education Scheme KG

(particulars of other family members not applying for Registration Certificate **NOT** required)

Please circle the appropriate box.

1. a. Name in English (must be provided)
(Please refer to para. 2.2 of Part B of the Guidance Notes)

b. Name in Chinese

c. Identity Document Type and No.
(Please refer to para. 2.3 of Part B of the Guidance Notes) # A HK Birth Certificate No.: _____ () B HKID Card No.: _____ () C Other Identity Document: _____ Document No.: _____

d. Date of Birth _____ Y _____ M _____ D

e. Relationship with applicant # A = Child B = Other (Please specify in Part III with relevant supporting proofs)

f. Class attending in forthcoming year (2018/19 school year) # P = Primary One(P1) U = Upper Class(K3) L = Lower Class(K2) N = Nursery Class(K1)

2. a. Name in English (must be provided)
(Please refer to para. 2.2 of Part B of the Guidance Notes)

b. Name in Chinese

c. Identity Document Type and No.
(Please refer to para. 2.3 of Part B of the Guidance Notes) # A HK Birth Certificate No.: _____ () B HKID Card No.: _____ () C Other Identity Document: _____ Document No.: _____

d. Date of Birth _____ Y _____ M _____ D

e. Relationship with applicant # A = Child B = Other (Please specify in Part III with relevant supporting proofs)

f. Class attending in forthcoming year (2018/19 school year) # P = Primary One(P1) U = Upper Class(K3) L = Lower Class(K2) N = Nursery Class(K1)

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 A E S
 B F R
 C G 3
 D H

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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) _____

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Part IV Language of Correspondence

Please circle the appropriate box.

My preference of the language of correspondence is shown on the right hand side. # C = Chinese E = English

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Part V Undertaking and Declaration

1. The Government of the Hong Kong Special Administrative Region (hereafter referred to as “HKSAR Government”) implements the “Free Quality Kindergarten (KG) Education Scheme” (hereafter referred to as “Scheme”) in 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”) 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 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”.
3. I understand and agree that the “RC” 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 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 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) 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” 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 documents), my application may be held in abeyance or be rejected;
 - III. 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;
 - IV. 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
 - V. Enquiries concerning the personal data collected, including the request to access and make correction, should be addressed to Senior Education Officer, Kindergarten Administration 2 Section, Education Bureau, Room 1432, 14/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong.
7. 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.
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: Y M D

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 1**Part VI 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. Have you affixed sufficient stamp 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?