

Application for Transfer of Provident Fund Account

[Please read the attached Personal Information Collection Statement carefully before completing this form.]

Name : _____

Correspondence

Address : _____

Tel. No. : _____

Date : _____

The Chairperson, Board of Control

* Grant / Subsidized Schools Provident Fund

c/o * Kowloon / Hong Kong / NT East / NT West REO

Dear Sir/Madam,

Application for Transfer of Provident Fund Account

Staff Reference No. : _____

Please be informed that I have stopped serving as a teacher in
_____ * College / School with effect
from _____ (dd/mm/yy) and have been appointed as a teacher
in _____ * College / School
in _____ district as from _____ (dd/mm/yy).

I would like to have the above-mentioned account transferred to
_____ * College / School with
effect from _____ (dd/mm/yy).

Yours sincerely,

Signature : _____

Name in full in

Block Letters : _____

** Delete whichever is inapplicable*

Kowloon REO: Podium-1/F, East Block, Education Bureau Kowloon Tong Education Services Centre,
19 Suffolk Road, Kowloon Tong, Kowloon

Hong Kong REO: 3/F, Cityplaza 3, 14 Taikoo Wan Road, Hong Kong

NT East REO: 22nd Floor, Landmark North, 39 Lung Sum Avenue, Sheung Shui, NT

NT West REO: 19th Floor, Chinachem Tsuen Wan Plaza, 457 Castle Peak Road, Tsuen Wan, NT

EDB 71 (Rev. 08-2022)

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
 - (a) Activities relating to the processing, authentication and counter-checking of the application for keeping open Grant/Subsidized Schools Provident Fund Account or transfer of Provident Fund Account;
 - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the application mentioned in (a) above;
 - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
 - (d) Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
 - (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
 - (f) Activities relating to compilation of statistics, research and Government publications; and
 - (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.

2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
 - (a) other Government bureau and departments for the purposes mentioned in paragraph 1 above;
 - (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
 - (c) where you have given your prescribed consent to such disclosure; and
 - (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to the respective Senior School Development Officer by post to the Regional Education Office at the address on the EDB website (<https://www.edb.gov.hk/en/contact-us/reo.html>) or email to edbinfo@edb.gov.hk.