

To: Permanent Secretary for Education
 [Attn: Executive Officer (Home-school Cooperation)]
 Address: Room W215, 2/F, West Block, Education Bureau Kowloon Tong Education Services Centre,
 19 Suffolk Road, Kowloon Tong, Kowloon
 Telephone: 3698 3671

*(Please return (i) all the certified original application forms collected and a printed copy of the Acknowledgement Slip in Respect of Instructor Applications (Acknowledgement Slip) bearing the **principal's signature and the school chop** and the relevant Instructors List to the Home-school Cooperation Section by 1 February 2021; and (ii) submit the soft copy of the completed Acknowledgement Slip and the relevant Instructors List to the EDB via the Communication and Delivery System (CDS) on the same day.)*

**Relief Grant under the Anti-epidemic Fund (December 2020)
 School Instructors of Learning / Interest Classes
 (EDBCM No. 191/2020)
Acknowledgement Slip in Respect of Instructor Applications**

Name of School: _____

Finance Type: Government / Aided / Caput / Direct Subsidy Scheme / Private *

School Number (6-digit): _____ School Level: Secondary / Primary*

School Address in English (**if changed**):

First line (School Name): _____

Second line: _____

Last line: _____

* Please delete as appropriate.

I acknowledge receipt via the CDS from your Bureau the list of instructors of learning / interest classes who have received the relief grant of \$5,000 under the third round of the Anti-epidemic Fund (in MS Excel format) (hereafter referred to as "Instructors List").

There are _____ school instructors¹ on the Instructors List, of whom _____ have submitted application forms to our school for the relief grant under the Anti-epidemic Fund (December 2020) (Marked "Y" in the column of "Application Form Submitted"). The updated mobile phone numbers of instructors (if applicable) are listed in the last column.

Confirmation by School : —

- The applicants marked "Y" in the relevant column on the Instructors List have signed on their application forms, and granted consent to disclose their information provided to the Education Bureau and other relevant government departments, for the purpose of processing of applications.
- **The duly completed reply slip (in MS Word format) and the Instructors List (in MS Excel format) have been transmitted to the EDB via the CDS.**
- The information provided in the soft copy and the signed original of the Instructors List is identical. In case of any difference, the information provided in the soft copy will be final.
- The contents of Education Bureau Circular Memorandum No. 191/2020 has been read and understood fully by the school principal.

Signature of Principal : _____

School Chop

Name of Principal : _____

Contact Person : _____

Phone Number : _____

Fax Number : _____

Date : _____

¹ Include the applicants who no longer serve in our school (if applicable)