

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
Fax: 2710 9970 / 2391 0470
Phone: 3698 3671

(Please return the duly completed Reply Slip on Distribution of Cheques to Instructors by post or by fax to the Home-school Cooperation Section of the Education Bureau by 1 April 2021.)

Relief Grant under the Anti-epidemic Fund (December 2020)

School Instructors of Learning / Interest Classes

(EDBCM No. 191/2020)

Reply Slip on Distribution of Cheques to Instructors

Name of School: _____

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

School Number (6-digit): _____

School Level: Secondary / Primary*

* Please delete as appropriate.

Please put a “✓” in the appropriate box and fill in the number of cheques as appropriate.

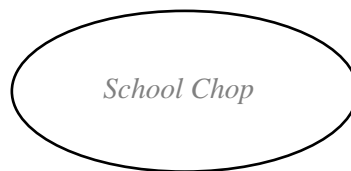
ALL cheques (_____ in total) received by my school have been distributed to the instructors, with instructors’ acknowledgement of receipt properly recorded.

_____ cheques have been distributed to the instructors with instructors’ acknowledgement of receipt properly recorded. However, there are still _____ cheques not yet collected by instructors¹, with their information listed below:

Name of Instructors	Remarks (if applicable)
1)	
2)	
3)	
4)	
5)	

(Please make photocopy of this reply slip if there are more than 5 applicants.)

Signature of Principal : _____



Name of Principal : _____

Contact Person : _____

Phone Number : _____

Fax Number : _____

Date : _____

¹ Schools please contact the instructors who have not collected the cheques and remind them to collect the cheques from schools as soon as possible. For any uncollected cheques, schools should safe keep them for 6 months (i.e. until they become stale). Stale cheque-cum-remittance advice (which contains the applicant’s personal data) should be properly registered and destroyed if disposal is required.