

**Sixth Round of Anti-epidemic Fund (AEF 6.0)**  
**“Cleansing and Security Service Provider Subsidy Scheme**  
**for Non-government Schools and Kindergartens”**



**Application Form (1)**  
**(Applicable to Security Workers Engaged by Service Contractors)**

[You should read the Guidance Notes on Application carefully before filling in this form]

Application Number (For EDB’s use only) : \_\_\_\_\_

- Note:
- Eligible service contractors are required to complete one form for each serving kindergarten/ primary/ secondary/special school.
  - The service contractor should submit the original copy of the application form to the Education Bureau (EDB) and copies should be kept by the school and the service contractor for the EDB’s inspection as and when required.
  - The service contractor should ensure that eligible person(s) are well-informed of the submission of application(s) by the service contractor for the allowance.

**Part I: Particulars of Service Contractor**

Our company has provided security services to the following school in the eligible months of disbursement of allowance (refers to February to June 2022) and would like to apply for the allowance of “Cleansing and Security Service Provider Subsidy Scheme for Non-government Schools and Kindergartens” (the “Scheme”) of the respective months for our security worker(s), details are as follows:

Name of Service Contractor : \_\_\_\_\_  
(Must be identical to the name of the service contractor stated in the service contract signed with the school or the school sponsoring body)

(in Chinese) \_\_\_\_\_  
(in English) \_\_\_\_\_

Telephone Number of Company : \_\_\_\_\_

Name of Payee on Cheque in English : \_\_\_\_\_  
(If there is no English name, please fill in the Chinese name.)

(If the name of payee on cheque is different from the service contractor’s name, service contractor must fill in Appendix 1.)

Mailing Address for the Cheque : \_\_\_\_\_

Name of Contact Person : \_\_\_\_\_ Telephone Number of Contact Person : \_\_\_\_\_

Email Address of Contact Person : \_\_\_\_\_

(For communication and receipt of the acknowledgement email)

Number of Eligible Security Workers for the Scheme<sup>#</sup> : ( must be the same as the number confirmed by the school in Part II. The applicants’ list should be filled in Part III. )

(<sup>#</sup>If the application is successful, the EDB will issue “Notification of Successful Application” together with “Monthly Return” of June for the service contractor to report the number of eligible security workers. It is not necessary to provide the information at this stage)

February :  March:  April:  May:  ←

**Part II : Confirmation on Provision of Services**

**Part A : School**

The school confirms that:

- the above service contractor has entered into contract with our school or the School Sponsoring Body and provides security services in the eligible months of disbursement of allowance (i.e. February to June 2022) in which the service contract is still valid during the same period for disbursement of the allowance;
- the name in Part I filled by the service contractor is checked and it is exactly the same as the name on the service contract; All the information provided in the application form is true and correct; and
- our school understands that the purpose of this Scheme is to provide allowance to security workers who serve our school. In this connection, despite we are not the employer of the workers, we have the responsibility to ensure that the service contractor which has signed a service contract with us, will disburse the allowance promptly within one month to the eligible security workers upon receipt of the allowance. Our school understands that the EDB will approach us direct to understand the provision of services provided by the service contractor and / or the eligible workers for processing the application in case of enquiries.

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**1. Our school confirms the number of security workers provided by the service contractor:**

(must be the same as the number of workers filled in by the service contractor in Part I)

**February :**  **March:**  **April:**  **May:**

**2. Particulars of School :**

District of School : \_\_\_\_\_

Name of School : \_\_\_\_\_

Name of Contact Person : \_\_\_\_\_ Telephone Number of Contact Person : \_\_\_\_\_

Email Address of Contact Person : \_\_\_\_\_

Name of Principal : \_\_\_\_\_ Date : \_\_\_\_\_

Signature of Principal : \_\_\_\_\_ School Stamp : \_\_\_\_\_

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**Part B: School Security Service Contractor**

Our company hereby declares that:

- (a) We have carefully read the Guidance Notes on Application and all sections of this application form, and fully understood the contents and agreed to comply with the terms and conditions thereof.
- (b) The information provided in the application by us is true and correct. If we knowingly or wilfully make any false statement or withhold any information, in order to mislead the Government for the purpose of processing the application or obtaining the allowance under this Scheme, we are liable to prosecution. We understand that the Government will also cancel the approved allowance and we should return the whole sum of the disbursed subsidy to the Government.
- (c) We shall ensure that the eligible persons understand the eligibility criteria for application of the Scheme and are well-informed of submission of the application by us.
- (d) We understand that we are liable to prosecution in accordance with the EDB Circular Memorandum No.61/2022 if we were found not disbursing the allowance to the eligible persons on the acknowledgment slip. Schools should also report such serious misconduct case immediately to Central Team 2 / School Development Division of the EDB and record the case which will serve as a factor for considering whether the relevant service contractor would be invited for bidding the forthcoming contracts for provision of services to schools.
- (e) We understand that the allowance to be disbursed in the Scheme is granted to security workers (instead of service contractors). In this connection, we hereby undertake to disburse the allowance promptly within one month to the eligible persons upon receipt of the allowance. The allowance to be disbursed should not be regarded as any part of the salary or benefits of the security workers and we are not allowed to deduct the allowance for whatever reasons. All the documents together with the documentary proof (such as employment contracts and attendance records etc) of this Scheme should be kept properly for at least 7 years for inspection by the EDB as and when required.

Application Number (For EDB's use only) : \_\_\_\_\_

- (f) We understand that the service contractor and / or recipients must notify the Government forthwith of any overpayment or any payment by mistake for whatever reason to the service contractor and the security workers etc under this Scheme and refund the same to the Government. In this respect, the service contractor and / or recipients must refund such amount certified by the Government as overpayment or payment by mistake, and indemnify the Government against any losses, damages, costs, charges and expenses which the Government may sustain or incur, which may include those as a result of delay in returning or failure to return such overpayment or payment by mistake.
- (g) We undertake that we shall not apply concurrently for this Scheme and the Scheme of “Anti-epidemic Support Scheme for Environmental Hygiene and Security Staff in Property Management Sector” or other similar schemes under AEF 6.0 for their frontline security worker if he/she provides services in the same venue. In other words, we will not apply for the allowance of the Scheme as well as the above-mentioned Scheme simultaneously if the frontline security worker provides services in the same venue. To the best of our knowledge and belief, the eligible persons as reported in Part III of the “List of Eligible Persons Applying for the Allowance” have not applied concurrently for this Scheme and the Scheme of “Anti-epidemic Support Scheme for Environmental Hygiene and Security Staff in Property Management Sector” or other similar schemes under AEF 6.0 if he/she provides services in the same venue.
- (h) We have read the Declaration on the Collection of Personal Data and fully understand its contents:

Name of the  
Authorised Person :

(Post Title of the  
Authorised Person)

( \_\_\_\_\_ )

Date : \_\_\_\_\_

Signature of the  
Authorised Person:

\_\_\_\_\_

Stamp of the Service  
Contractor :

\_\_\_\_\_

**Part III: List of Eligible Persons Applying for the Allowance (Applicable to February to May)**

Note: > The service contractor can make photocopies of this form if necessary.  
 > If the security worker provides security services to multiple schools, the service contractor is only allowed to apply for one allowance for the eligible security worker in one of the serving schools.  
 > The service contractor is required to take appropriate measures to protect the personal privacy of the eligible persons on the list.  
 > The EDB will inform the service contractor of the arrangement as regards submission of the "Monthly Return on Disbursement of the Allowance to School Cleansing / Security Workers (Applicable to June)" when issuing "Notification of Successful Application".

**Declaration of Eligible Person:**

1. I agree to apply for the allowance of "Cleansing and Security Service Provider Subsidy Scheme for Non-government Schools and Kindergartens" for the respective month(s) (refer to February to May 2022) through the above service contractor.
2. I understand that a monthly allowance of \$2,000 will be disbursed to each eligible person for the provision of services in the respective month(s) upon approval of application.
3. I undertake that I shall not apply concurrently for "Cleansing and Security Service Provider Subsidy Scheme for Non-government Schools and Kindergartens" and the Scheme of "Anti-epidemic Support Scheme for Environmental Hygiene and Security Staff in Property Management Sector" if I work in the same venue.
4. I certify that all the information provided shall be true and correct. If I knowingly or wilfully make any false statement, withhold any information, and/ or mislead the Government for the purpose of processing the application, I shall be liable to legal liability and prosecution. The Government will also cancel the approved subsidy and I should return the whole sum of the allowance disbursed to the Government.
5. I understand that the service contractor and / or recipients must notify the Government forthwith of any overpayment or any payment by mistake for whatever reason to the service contractor and myself etc under this Scheme and refund the same to the Government. In this respect, the service contractor and / or recipients must refund such amount certified by the Government as overpayment or payment by mistake, and indemnify the Government against any losses, damages, costs, charges and expenses which the Government may sustain or incur, which may include those as a result of delay in returning or failure to return such overpayment or payment by mistake.

Name of the Service Contractor : \_\_\_\_\_

Name of Serving School : \_\_\_\_\_

Number of Applicants\* : February: \_\_\_\_\_ Worker(s)    March: \_\_\_\_\_ Worker(s)    April: \_\_\_\_\_ Worker(s)    May: \_\_\_\_\_ Worker(s)  
 (\* must be exactly the same as the number of eligible security workers provided in Part I)

	Name in Chinese	Name in English	HKID Card Number	Months for Provision of Services (Please indicate as <input checked="" type="checkbox"/> )	Full time/ Part Time	Contact Number	Signature I have carefully read the above declaration and understand its content
1.				<input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May			
2.				<input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May			
3.				<input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May			
4.				<input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May			
5.				<input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May			
6.				<input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May			
7.				<input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May			
8.				<input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May			

Signature of the Authorised Person: \_\_\_\_\_

Stamp of the Service Contractor : \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_

**Sixth Round of Anti-epidemic Fund (AEF 6.0)  
“Cleansing and Security Service Provider Subsidy Scheme  
for Non-government Schools and Kindergartens”**

(Only applicable to the situation that the payee's name on cheque is different from the name of the  
service contractor)

To: Permanent Secretary for Education

[Attn: Central Team 2 / School Development Division, EDB]

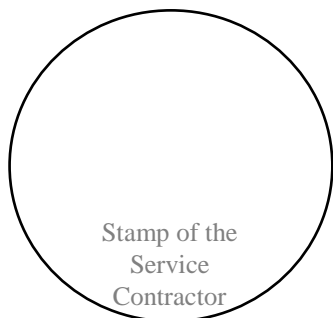
**Declaration of the Service Contractor**

I \_\_\_\_\_ (name) am the person-in-charge of \_\_\_\_\_ (name of  
the service contractor). Our Company would like to request the EDB to release the allowance of “Cleansing  
and Security Service Provider Subsidy Scheme for Non-government Schools and Kindergartens” by a crossed  
cheque payable to the account of \_\_\_\_\_ (payee name).

The reason(s) for using the above account is / are as follows:

\_\_\_\_\_

**Documentary proof** is attached to show the relationship between the service contractor and the above account.



Full Name of the Service  
Contractor in English : \_\_\_\_\_

Signature of the Person-in-charge  
of the Service Contractor : \_\_\_\_\_

Name of the Person-in-charge of  
the Service Contractor : \_\_\_\_\_

Telephone Number of the Person-  
in-charge of the Service  
Contractor : \_\_\_\_\_

Date: \_\_\_\_\_

**Sixth Round of Anti-epidemic Fund (AEF 6.0)**  
**“Cleansing and Security Service Provider Subsidy Scheme**  
**for Non-government Schools and Kindergartens”**  
**Declaration on the Collection of Personal Data**  
**( In accordance with the Personal Data (Privacy) Ordinance for processing**  
**applications )**

**Declaration on the Collection of Personal Data**

*Purposes of Collection of Personal Data*

1. The Government and its agents will use the information provided by our company for this Scheme (including but not limited to the personal data of our company) for one or more of the following purposes and any directly related purposes:
  - a. to process applications and payment (if applicable) under this Scheme and, if required, to communicate with the authorised person of our company for matters relating to this Scheme;
  - b. to administer this Scheme, including but not limited to effecting payment;
  - c. statistical analysis but the statistics obtained will not be released or made available to a third party in a form that allows personal details of any individual being identifiable; and
  - d. any other purposes as may be required, authorised or permitted by law.
2. The Government and its agents may require the school, the service contractor and/or relevant parties to provide further document(s) and information to verify whether the document(s) and information provided by our company is true and correct.
3. Provision of information for the application is voluntary. If our company does not provide adequate and accurate data, the Government and its agents may not be able to process the application.

*Possible Transfer of Collected Data*

4. The data provided by our company may be disclosed to the relevant bureaux and departments of the Government, their agents, law enforcement agencies, banks and other transferees and any other parties involved in the administration and operation of this Scheme to obtain and verify the information for the purposes set out in paragraphs 1 and 2 above (including matching with the databases of the relevant bureaux and departments and relevant organisations for the purposes of approval, assessment, review, monitoring and law enforcement).

*Access to Personal Data*

5. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance (Cap. 486), our company has the right to request access to and correction of personal data when the data have not been erased.

*Enquiry*

6. Our company can submit its requests and enquiries to the EDB (Address: 3/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong).