

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



## Application Form (2) (Applicable to Cleansing and Security Workers Directly Employed by Schools)

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

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

Note: ➤ The school should submit the original copy of the application form to the Education Bureau (EDB) and keep copies of the relevant documents properly for at least 7 years for the EDB’s inspection as and when required.  
➤ The school should ensure that the eligible person is well-informed of the submission of application by the school for the allowance.

### Part I: Particulars of School

The cleansing and security worker(s) directly employed by our school has/have provided cleansing and security services 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 the relevant workers, details are as follows:

Name of School in Chinese : \_\_\_\_\_ School Registration Number : \_\_\_\_\_

Name of School in English : \_\_\_\_\_

School Type :  Aided Schools (including special schools)       Schools under the Direct Subsidy Scheme  
 Schools under the English Schools Foundation       Caput Schools  
(Please indicate as )  Private Primary and Secondary Schools (including international schools, Private Independent Schools and private day schools offering full and formal curriculum.)  
 Kindergartens joining the kindergarten education scheme  
 Kindergartens not joining the kindergarten education scheme

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

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

(For communication and receipt of the acknowledgment email etc)

### Part II: Arrangement<sup>1</sup> for Receiving the Allowance

Ways<sup>2</sup> of Receiving the Allowance :  (i) Our school receives government subvention [including aided schools (including special schools), schools under the Direct Subsidy Scheme, caput schools, schools under the English Schools Foundation or kindergartens joining the kindergarten education scheme]. We understand and agree that the allowance will be credited directly by the government to the school’s bank account for receiving the allowance of the EDB.

(ii) Our school is a private primary or secondary school/ kindergarten not joining the kindergarten education scheme. We understand and agree that the allowance will be credited by autopay to the school’s bank account for receiving the “Special Anti-epidemic Grant” of this year. We have also attached Appendix 1 to declare our agreement about such arrangement.

<sup>1</sup> Schools should keep a separate ledger to properly record all income and expenditure of the allowance of the Scheme. Schools should not transfer the allowance to other accounts.  
<sup>2</sup> Arrangement for receiving the allowance shall be made according to details as stipulated in the EDB Circular Memorandum No. 61/2022.

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

- (iii) Our school is a private primary or secondary school, given that our school  
(Please indicate as )
- (a) opted to receive the "Special Anti-epidemic Grant" disbursed of this year by a crossed cheque;
  - (b) have updated the bank account information after the disbursement of "Special Anti-epidemic Grant" of this year;or
  - (c) have not received the "Special Anti-epidemic Grant" (including new schools)

Therefore we understand and agree that the allowance will be disbursed by a crossed cheque, details are as follows:

1. Name of payee for the cheque<sup>3</sup>: (applicable to  for item (iii) only)

(Schools should also complete Appendix 2 if the name of payee is different from the name of school)

2. Mailing address of school for receiving the cheque by post:  
(applicable to  for item (iii) only)

- (iv) Our school is a kindergarten not joining the kindergarten education scheme, given that our school (Please indicate as )
- (a) have not received the "Special Anti-epidemic Grant" (including new schools);or
  - (b) have updated the bank account information after the disbursement of "Special Anti-epidemic Grant" of this year

Therefore we understand that GF 179A of "Authority for Payment to a Bank" in Appendix 3 and Appendix 4 should be attached to the application form and we agree that the allowance will be credited by autopay to the school's bank account for receiving the allowance.

### Part III: Confirmation on Provision of Services for School

Note: ➤ If the application is successful, the EDB will issue "Notification of Successful Application" together with "Monthly Return" of June for the school to report the number of eligible persons. It is not necessary to provide such information at this stage.  
➤ If the school has directly employed any eligible cleansing or security workers for the allowance, it is only necessary to provide the information of the relevant workers in the List of Eligible Persons Applying for the Allowance of Part IV.

**A. Our school confirms the number of eligible cleansing workers directly employed by our school for the allowance:**

- Please provide details in the list of Eligible Persons Applying for the Allowance for Item (A) "Cleansing Workers" of Part IV
- Please put a  in the appropriate boxes if no application is required to submit for cleansing workers

February :

March:

April:

May:

**B. Our school confirms the number of eligible security workers directly employed by our school for the allowance:**

- Please provide details in the list of Eligible Persons Applying for the Allowance for Item (B) "Security Workers" of Part IV
- Please put a  in the appropriate boxes if no application is required to submit for the security workers

February :

March:

April:

May:

<sup>3</sup> The EDB will effect the payment for the months of February to June 2022 by a crossed cheque according to the name of payee provided by school.

Our school 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 may be liable to criminal sanctions. 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 the allowance to be disbursed in the Scheme is granted to cleansing workers and security workers (instead of school) who have provided services to school. In this connection, we hereby undertake to disburse the allowance promptly within one month to the relevant workers upon receipt of the allowance. All the documents together with 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.
- (e) We understand that our school and / or recipients must notify the Government forthwith of any overpayment or any payment by mistake for whatever reason to our school, the cleansing workers and security workers etc under this Scheme and refund the same to the Government. In this respect, we 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.
- (f) We undertake that we 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" or other similar schemes under AEF 6.0 for the frontline cleansing and security worker if he/she provides services in the same venue. In other words, we will not apply for the allowance of this Scheme as well as the above-mentioned Scheme simultaneously if the frontline cleansing / security worker provides services in the same venue. To the best of our knowledge and belief, the eligible persons as reported in the "List of Eligible Persons Applying for the Allowance" of Part IV 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.
- (g) We have read the Declaration on the Collection of Personal Data and fully understand its contents:

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

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

**Part IV: List of Eligible Persons Applying for the Allowance (Applicable to February to May)****A. Cleansing Workers**

Note: > The school can make photocopies of this form if necessary.  
 > If the cleansing worker has concurrently provided security services in the school, the school is only allowed to include the worker in one of the lists to apply for the allowance. The school should review his/her proportion of work during the allowance period to decide whether the worker should be reported to the cleansing or security list of workers for disbursement of the allowance.  
 > The cleansing worker is only allowed to apply for one allowance despite he or she serves different sections of a school.  
 > The school is required to take appropriate measures to protect the personal privacy of the eligible persons on the list.  
 > The EDB will inform the school of the arrangement as regards submission of the "Monthly Return (Applicable to June) on Disbursement of the Allowance to School Cleansing / Security Workers" when issuing "Notification of Successful Application".

**Declaration of Eligible Person:**

1. I am directly employed by the designated school in this form and 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 school.
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 months 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 I must notify the Government forthwith of any overpayment or any payment by mistake for whatever reason to the school or myself under this Scheme and refund the same to the Government. In this respect, the school and / or the 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 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 cleansing workers provided in Part III)

	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  
Principal: \_\_\_\_\_

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

School Stamp : \_\_\_\_\_

**Part IV: List of Eligible Persons Applying for the Allowance (Applicable to February to May)****B. Security Workers**

- Note:
- The school can make photocopies of this form if necessary.
  - If the security worker has concurrently provided cleansing services in the school, the school should review his/her proportion of work during the allowance period to decide whether the worker should be reported to the cleansing or security list of workers for disbursement of the allowance.
  - The security worker is only allowed to apply for one allowance despite he or she serves different sections of a school.
  - The school is required to take appropriate measures to protect the personal privacy of the eligible persons on the list.
  - The EDB will inform the school of the arrangement as regards submission of the "Monthly Return (Applicable to June) on Disbursement of the Allowance to School Cleansing / Security Workers" when issuing "Notification of Successful Application".

**Declaration of Eligible Persons:**

1. I am directly employed by the designated school in this form and 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 school.
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 months 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 I must notify the Government forthwith of any overpayment or any payment by mistake for whatever reason to the school or myself under this Scheme and refund the same to the Government. In this respect, the school and / or the 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 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 III)

	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  
Principal: \_\_\_\_\_

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

School Stamp : \_\_\_\_\_

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

(Applicable to schools received the “Special Anti-epidemic Grant” of this year by autopay)

To: Permanent Secretary for Education

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

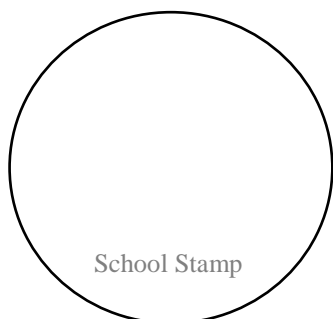
I \_\_\_\_\_(name), the Supervisor of \_\_\_\_\_(name of school ),  
confirm that our school received the “Special Anti-epidemic Grant” of this year by autopay and I hereby agree  
the Education Bureau to disburse the allowance of “Cleansing and Security Service Provider Subsidy Scheme  
for Non-government Schools and Kindergartens” to the same bank account which received the “Special Anti-  
epidemic Grant”. Our school declares that: (Please indicate as )

1.  Name of the bank account and the name of school above are identical; or
2.  Name of the bank account and the name of school are not identical and the reason for using the above  
bank account is/are as follows:

\_\_\_\_\_

\_\_\_\_\_

We have attached documentary proof to show the relationship of the school and the above account. Our school  
understand and will abide by the terms as appropriate as stipulated in EDBCM No. 61/2022 on “Cleansing and  
Security Service Provider Subsidy Scheme for Non-government Schools and Kindergartens” of AEF 6.0.



Full Name of the School  
(Identical to the School Stamp) \_\_\_\_\_

Signature of the Supervisor: \_\_\_\_\_

Name of the Supervisor: \_\_\_\_\_

Contact Number of the  
Supervisor: \_\_\_\_\_

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

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

Appendix 2

**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 schools receiving crossed cheques with payee name not identical with school name)

To: Permanent Secretary for Education

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

**Declaration of the School Supervisor**

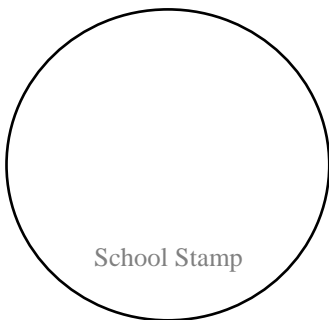
I \_\_\_\_\_(name), the Supervisor of \_\_\_\_\_(name of school), hereby request the EDB to release the allowance of “Cleansing and Security Service Provider Subsidy Scheme for Non-government Schools and Kindergartens” by a crossed cheque payable to the account of \_\_\_\_\_(payee name) (the payee name as an individual person is not accepted).

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

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We have attached documentary proof to show the relationship between the school and the above account.



Full Name of the School  
(Identical to the School Stamp)

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Signature of the Supervisor:

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Name of the Supervisor:

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Contact Number of the  
Supervisor:

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Date:

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**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 kindergartens not joining the kindergarten education scheme which have not received the “Special Anti-epidemic Grant” or updated the bank account information)

To: Permanent Secretary for Education

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

**Declaration of the School Supervisor**

**Part A:**

I \_\_\_\_\_(name), the Supervisor of \_\_\_\_\_(name of kindergarten), hereby request the EDB to credit the full amount of allowance of “Cleansing and Security Service Provider Subsidy Scheme for Non-government Schools and Kindergartens” under AEF 6.0 into the account of \_\_\_\_\_(payee's name), of the account number \_\_\_\_\_(personal account not accepted), and submit the duly completed GF 179A. I understand and will abide by the terms stipulated in EDBCM No. 61/2022.

**Part B:**

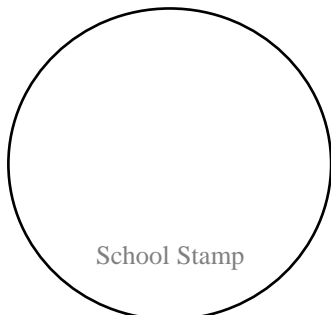
(Only applicable to schools receiving the allowance with account name different from the school name)

The reason(s) for using the above bank account of which the name is different from the school name is /are as follows:

\_\_\_\_\_

\_\_\_\_\_

Enclosed herewith (i) **the documentary proof** to show the relationship between the school and the company /organisation holding the account; (ii) **Appendix 3a** for the above company/organisation to receive the allowance; and (iii) **Appendix 4a** for the duly completed “**GF 179A**” by the above company/ organization.



School Stamp

Full Name of the School  
(Identical to the School Stamp) \_\_\_\_\_

Signature of the Supervisor: \_\_\_\_\_

Name of the Supervisor: \_\_\_\_\_

Contact Number of the  
Supervisor: \_\_\_\_\_

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



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

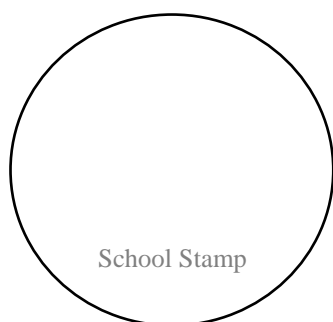
(Only applicable to kindergartens receiving the allowance with account name different from the school name)

To: Permanent Secretary for Education

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

Our company/organization\* \_\_\_\_\_(name), hereby submits the duly completed form GF 179A in collection of the allowance for \_\_\_\_\_(name of school) of “Cleansing and Security Service Provider Subsidy Scheme for Non-government Schools and Kindergartens”.

(Note: The information filled in Part III of GF 179A must be consistent with those submitted in this letter)



Full Name of the School  
(Identical to the School Stamp) \_\_\_\_\_

Signature of the Supervisor: \_\_\_\_\_

Name of the Supervisor: \_\_\_\_\_

Contact Number of the  
Supervisor: \_\_\_\_\_

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

[\*Please delete as appropriate ]



## 附註

### 個人資料收集聲明

1. 你所提供的資料，將作政府付款給你的用途。
2. 政府可能將部分或全部資料轉交其他已獲法律授權接收的人士。
3. 在《個人資料（私隱）條例》列明的豁免範圍內，你有權取得及更正個人資料。
4. 如欲取得或更改個人資料，請聯絡與你有收支往還的政府部門。

### 只供收款人填寫（第 I，II 及 III 欄）

1. 收款人如為公司或團體，在遞交本表格時，須附上一封使用該公司或團體的正式信紙的說明函件，並須由獲該公司或團體授權的人士簽署。
2. 如欲將本授權書的適用範圍限定於若干項事務，請列明該等事務。
3. 切勿在一空格內填寫超過一個字或一個數字。倘因篇幅所限而未能于行末填寫一個完整的詞彙，須在下一行填上整個詞彙。
4. 帳戶持有人的名稱應與收款人的名稱完全相符。如未能確定銀行編號，請向有關銀行查詢。如銀行編號格式與本表格上的不符，請致電 2829 4894 跟進。
5. 款項如須存入聯名帳戶，應列明該帳戶的英文全名而收款人名稱應是聯名帳戶的一部分。
6. 如希望以傳真方式或電子郵件接收領款通知書(只可選擇其中一種方式)，請填妥傳真號碼或電子郵件地址，否則領款通知書將經郵遞寄上。未能經傳真或電子郵件送達的領款通知書將改以郵遞送交。
7. 請把填妥表格寄回你通常致送發票的部門，或香港灣仔告士打道 7 號入境事務大樓 2907 室庫務署財務管理組。如有查詢，請致電 2829 4894。

### 只供部門填寫

#### 第 I 欄

在供收款人填寫表格前，在“致”字旁的空框內填上接收填妥表格的部門或辦事處的名稱及地址。如收款人銀行帳戶欄資料有任何更改，須另填一份新表格。

#### 第 IV 欄

在政府財務管理資料系統更新後填寫。

## NOTES

### Personal Information Collection Statement

1. The information provided by you will be used for purposes of effecting payments to you by the Government.
2. The Government may give some or all of the information to other parties authorized by law to receive it.
3. Subject to exemptions under the Personal Data (Privacy) Ordinance, you have a right of access and correction with respect to personal data.
4. Request for personal data access and correction should be addressed to the relevant Government departments with which you have dealings.

### For Payee's Use (Sections I, II and III)

1. For companies/organizations, this form must be accompanied by a covering letter on the official letterhead of the company/organization and signed by an authorized signatory of the company/organization.
2. If it is desired to restrict this Authority to payments in respect of certain transactions only, please specify those transactions.
3. Do not use one space for more than one letter or one digit. Where a complete word cannot be entered at the end of a row because of insufficient space, the whole word should be entered in the next row.
4. The bank account should have the same name as the payee's name. If you do not know the bank code of your bank account, please contact your banker. If your bank account has different format from that stated in this form, please contact 2829 4894 for further assistance.
5. Where payment is to be made into a joint account, the full name of the joint account in English must be stated and the payee's name should form part of the name of the joint account.
6. Please enter your fax number or e-mail address if you wish to receive the Remittance Advice by fax or by e-mail (choose one method only). Otherwise, the Remittance Advice will be sent by post. Remittance Advice which cannot be successfully sent by fax or by email will be sent by post.
7. Please send the completed form to the bureau or department to which you normally issue your invoices; or Director of Accounting Services (Attn.: Financial Control Section) at Room 2907 Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong.  
For enquiries, please call 2829 4894.

### For Department Use

#### Section I

Before passing the form to the payee for completion, enter in the box beside the word 'To' the name AND address of the department, or office to which the payee should return the completed form. If there is a change in the bank account details of the payee, a new form must be completed.

#### Section IV

To be completed after the supplier record has been updated in the Government Financial Management Information System.

**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 the School for this Scheme (including but not limited to the personal data of the school and the applicant) 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 school 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, and/or relevant parties to provide further document(s) and information to verify whether the document(s) and information provided by the applicant is true and correct.
3. Provision of information for the application is voluntary. If the school 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 the school 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), the school has the right to request access to and correction of personal data when the data have not been erased.

*Enquiry*

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