

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



**Guidance Notes on Application for Application Form (1)**  
**Applicable to Cleansing or Security Workers Engaged by Service Contractors**

**(I) Introduction**

- 1.1 “Cleansing and Security Service Provider Subsidy Scheme for Non-government Schools and Kindergartens” (the “Scheme”) aims to provide financial support to cleansing / security workers engaged by cleansing<sup>1</sup> / security service contractors (“Service Contractors”) commissioned by non-government schools (“Schools”)<sup>2</sup> to give recognition for their anti-epidemic efforts and committed services provided at this critical juncture. A monthly allowance of \$2,000 will be disbursed to each eligible cleansing / security worker for 5 months in the period of disbursement of allowance (refers to the months of February to June 2022) in the Scheme. The application workflow of the Scheme is set out at **Appendix**.
- 1.2 Service contractors should submit the application for their eligible cleansing / security workers to the Education Bureau (EDB) for approval. The Government reserves the final right to approve the application and disburse allowance of any amount.

**(II) Allowance period**

- 2.1 The eligible months for disbursing the allowance of the Scheme refer to the months of February to June 2022 (5 calendar months in total). Eligible cleansing / security workers who are deployed by the service contractors to the schools concerned must have provided frontline cleansing / security services for the schools in the calendar month(s) in which the allowance is claimed. Service contractors or eligible cleansing / security workers are not allowed to request the EDB to advance, defer, or pay back the allowance in the subsequent months.

**(III) Eligibility Criteria for Application**

- 3.1 The eligible cleansing / security workers must fulfil the following criteria:
- are engaged by cleansing / security service contractors commissioned by schools in the eligible months for disbursing the allowance; the service contractor has entered into the service contract with the school or with the School Sponsoring Body in which the contract is still valid in the months for disbursement of allowance; and
  - have provided frontline<sup>3</sup> cleansing / security services to schools direct in the respective calendar month(s) for claiming the allowance.

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<sup>1</sup> The service contractor should provide regular cleansing services to the school concerned. The provision of single or one-off cleansing services on monthly basis such as pest control, rodent control, coating disinfection and monthly deep cleansing services **are excluded** from the Scheme. The EDB reserves the final right of approving the application submitted by the service contractor.

<sup>2</sup> Non-government schools include aided schools (including special schools), schools under the Direct Subsidy Scheme, caput schools, schools under the English Schools Foundation, international schools, Private Independent Schools, kindergartens and private day schools offering full and formal curriculum. Frontline cleansing and security workers deployed by service contractors to perform duties in government schools are not covered in this Scheme and the relevant workers can benefit from the Scheme of “The frontline Support Cleansing and Security Staff Engaged by Government, Hong Kong Housing Authority and Hong Kong Housing Society Service Contractors in Anti-epidemic Efforts” under AEF6.0.

<sup>3</sup> The frontline cleansing / security workers must perform frontline cleansing / security duties. Workers who perform only a supervisory role are excluded from the Scheme. The EDB reserves the final right to disburse the allowance to the relevant persons.

- 3.2 Frontline cleansing / security workers engaged by service contractors are eligible for application, whether they are employed on a full-time, part-time or temporary basis, irrespective of post title, working hours or terms of employment.
- 3.3 Service contractors are only allowed to claim one allowance per calendar month for each eligible person. In case the eligible person has provided multiple schools with services in the same month, the service contractor is only allowed to submit one application (for one of the serving schools) for the eligible person.

**(IV) Application Procedures**

**Stage 1: Submission of “Application Form (1)”**

- 4.1 Service contractors are required to confirm that their cleansing / security workers have performed cleansing / security duties in accordance with the eligibility criteria as stated in the Scheme for the months of claiming allowance from February to May 2022. Service contractors have to complete the “Cleansing and Security Service Provider Subsidy Scheme for Non-government Schools and Kindergartens – Application Form (1)” (“Application Form (1)”) before submitting to the serving schools for confirmation. The **original** copy of duly completed “Application Form (1)” should be submitted to the EDB **on or before 23 June 2022 (Thursday)**. Service contractors are also required to provide the serving schools with a copy of application for record.
- 4.2 Upon receipt of the application, the EDB will issue an acknowledgement email to inform the service contractor concerned. After initial vetting and approval of the application, the EDB will issue (1) “Notification of Successful Application”, (2) “Monthly Return on Disbursement of the Allowance to School Cleansing / Security Workers” (Applicable to June) (“Monthly Return”) and (3) “Acknowledgment Slip of Receiving the Allowance by School Cleansing / Security Workers” (“Acknowledgement Slip”) to the successful service contractors. Relevant copies of documents will be given to schools for record and notification of successful application.

**Stage 2: Submission of “Monthly Return” (Applicable to June) for Reporting the Provision of Services**

- 4.3 Service contractors are required to review the services provided by their cleansing / security workers for June to ensure that the eligible workers have performed relevant duties in the respective calendar month for the allowance. Service contractors should return the original copy of “Monthly Return” to the EDB for processing **by the specified deadline** as shown in the “Notification of Successful Application”. The EDB reserves the right for rejecting the disbursement of the allowance of June to the relevant workers if the service contractors fail to submit the relevant document **by the specified deadline**.
- 4.4 **The EDB will disburse the allowance according to the number of eligible workers as indicated in the “Application Form (1)” submitted by service contractors in stage 1 and the “Monthly Return” submitted in stage 2. If amendment of information is required upon submission of “Application Form (1)” and “Monthly Return” (such as amendments to the list of eligible persons for application or the number of persons), the service contractor should notify the EDB of the amendments made as soon as possible. Meanwhile, the service contractor should return the amendments to the serving school for confirmation and then re-submit the revised documents to the EDB.**

- 4.5 Service contractors should notify the eligible persons of the eligibility criteria for applying the Scheme to ensure that the person is well informed of the submission of application by the service contractor for the allowance in the respective calendar month(s).
- 4.6 The EDB reserves the final right to approve the application and disburse allowance of any amount. To expedite the process of approving the application, we appeal to service contractors for submitting the “Acknowledgement Slip” (February to May) prior to the submission of the “Monthly Return” (Applicable to June).
- 4.7 The EDB has the right to request service contractors or schools to submit supplementary supporting documents and information in respect of their applications.

**(V) Disbursement of Allowance**

**Stage 3: Disbursement of Allowance and Submission of “Acknowledgement Slip”**

- 5.1 The EDB will disburse the approved allowance to service contractors with a crossed cheque upon verification of relevant documents submitted by service contractors. Service contractors must disburse the allowance promptly to the eligible persons within one month after receiving the allowance of the respective month(s) and complete the “Acknowledgment Slip” for record and to ensure that each eligible person has received the allowance in the respective month(s).
- 5.2 Service contractors should submit the **original** copy of duly completed “Acknowledgement Slip” to the EDB **within one month** upon disbursement of the allowance. Relevant copies of documents as well as records should be kept properly for inspection by the EDB as and when required. In addition, service contractors should provide a copy for school’s record.

**(VI) Submission of Application**

- 6.1 Service contractors should submit the **original** copy of duly completed “Application Form (1)” by post to Central Team 2 / School Development Division, EDB (Address: Central Team 2 / School Development Division, EDB, 3/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong) **on or before 23 June 2022 (Thursday)** and specify “Cleansing and Security Service Provider Subsidy Scheme for Non-government Schools and Kindergartens” on the envelope; or deposit the **original copy** in the Drop-in Box for “Application for the Anti-epidemic Fund” located in the Hong Kong Regional Education Office (Address: 3/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong). **Late Submission will not be considered.** The postmark date will be taken as the date of the application submitted by post.

**(VII) Retention of Record**

- 7.1 Copies of “Application Form (1)”, “Monthly Return” and “Acknowledgement Slip” together with relevant documentary proof should be properly kept by schools and service contractors respectively for at least 7 years for inspection by the EDB as and when required.

**(VIII) Other Important Notes**

- 8.1 The information provided in the “Application Form (1)”, “Monthly Return” and “Acknowledgement Slip” should be true and correct. If the service contractor and / or the applicant knowingly or wilfully make(s) any false statement or withhold(s) any information, in order to mislead the Government for the purpose of processing the application or obtaining the allowance under the Scheme, the service contractor and / or the applicant may be liable to prosecution. The Government will also cancel the approved allowance and the whole sum of the allowance disbursed should be returned to the Government.
- 8.2 Upon receiving the allowance, the service contractors must disburse the allowance promptly to the eligible cleansing / security workers within one month. According to the EDB Circular Memorandum No. 61/2022, in case the service contractor does not disburse the allowance to the eligible persons on the acknowledgment slip, the service contractor may be liable to prosecution. Schools should 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.
- 8.3 **The allowance of the Scheme to be disbursed to the eligible persons through the service contractor is considered as the assets of the relevant cleansing / security workers. In this connection, the allowance should not be regarded as any part of the salary or benefits of the cleansing / security workers, and the service contractor is not allowed to deduct the allowance for whatever reasons.**
- 8.4 Service contractors should 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 cleansing and security workers if he/she provides services **in the same venue**. In other words, **any frontline cleansing or security worker is not allowed to apply for the allowance of this Scheme and the above-mentioned Schemes simultaneously if he or she provides services in the same venue.**
- 8.5 The service contractor and / or the recipient must notify the Government forthwith of any overpayment or any payment by mistake for whatever reasons to the service contractor, cleansing / security workers under the Scheme and refund the same to the Government. In this respect, the service contractor and / or the recipient 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.

**(I) Enquiry**

9.1 For information or enquiries, please visit the website of EDB : <http://www.edb.gov.hk> > *School Administration and Management* > *Administration* > *About School* > *Prevention of Communicable Diseases in Schools* > *Application for Subsidy under the Sixth Round of Anti-epidemic Fund (AEF)* or contact Central Team 2 / School Development Division, EDB via the following means:

Email : [sd\\_centralteam2@edb.gov.hk](mailto:sd_centralteam2@edb.gov.hk)

Telephone : 2863 4666 (School Cleansing Service)  
2863 4766 (School Security Service)

Fax : 2865 0658

Address : 3/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong

**Sixth Round of Anti-epidemic Fund (AEF 6.0)**  
**“Cleansing and Security Service Provider Subsidy Scheme for**  
**Non-government Schools and Kindergartens”**  
**Application Workflow**  
**For Cleansing and Security Workers Engaged by Service Contractors**  
**Applicable to Application Form (1)**

Stage 1:  
Submit the  
Application Form (1)

Service contractors of school cleansing / security services confirm the frontline cleansing / security workers have provided cleansing / security services to schools directly for the month(s) of February to May 2022. Service contractors should submit the original copy of duly completed **Application Form (1)** to the EDB with school’s confirmation of their services on or before **23 June 2022 (Thursday)** and provide a copy of the form for school’s record.



Upon receipt of the application, the EDB will issue an acknowledgment email to service contractors. Upon completion of initial vetting, the EDB will issue:  
**(1) “Notification of Successful Application”, (2) “Monthly Return” (Applicable to June) and (3) “Acknowledgement Slip”** to service contractors upon successful application. Copies of the documents will be issued to schools concerned for notification of the approval.



Stage 2:  
Submit the Monthly  
Return

**Service contractors should submit the “Monthly Return” (Applicable to June)**

- Service contractors **confirm the frontline cleansing / security workers have provided cleansing / security services to schools directly for the month of June and return the original copy of duly completed “Monthly Return” (Applicable to June)** to the EDB for processing by the specified deadline as shown in the “Notification of Successful Application”. Service contractors should provide a copy of the document to the schools concerned for record.



**Disbursement of the allowance\***

[ \*Allowance would be disbursed by two instalments (February to May, and June) ]

- The EDB will disburse the allowance with crossed cheques by two instalments and send to the address as specified by service contractors in **Application Form (1)**.
- Service contractors should disburse the allowance promptly to the eligible persons within one month upon receipt of the allowance.



Stage 3:  
Disburse  
allowance &  
submit the  
Acknowledgement  
Slip

**Upon disbursement of the allowance, service contractors should submit the “Acknowledgment Slip”**

- After disbursing the allowance to the eligible persons each time, service contractors should complete the “Acknowledgment Slip” to record and confirm that each eligible person has received the allowance in the respective month(s).
- Service contractors should submit the original copy of duly completed “Acknowledgment Slip” to the EDB **within one month** upon receipt of the allowance and keep copies of relevant documents and records properly. Service contractors should also provide a copy of the documents to school for record.



Disbursement of the  
Allowance  
completed

**The end of the allowance period**

- Service contractors and schools should keep the relevant documents of the Scheme properly for at least 7 years for the EDB’s inspection as and when required.