

**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 (2)**

**Applicable to Cleansing and Security Workers Directly Employed by Schools**

**(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 directly employed by non-government schools (“Schools”)<sup>1</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 Schools 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 must have provided frontline cleansing / security services for schools in the calendar month(s) in which the allowance is claimed. Schools 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 directly employed by schools to provide cleansing / security services in the eligible months for disbursing the allowance; and
  - have provided frontline<sup>2</sup> cleansing / security services to schools direct in the respective calendar month(s) for claiming the allowance.
- 3.2 Frontline cleansing / security workers employed by schools are eligible for application, whether they are employed on a full-time, part-time or temporary basis, irrespective of post title(such as janitors and workmen), working hours or terms of employment.
- 3.3 Schools are only allowed to claim one allowance per calendar month for each eligible person. In case the eligible person has provided both cleansing and security services in the school, the school should review his /her proportion of work during the allowance

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<sup>1</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.

<sup>2</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.

period to decide whether the person should be reported to the cleansing or security list of workers for disbursement of the allowance.

**(IV) Application Procedures**

**Stage 1: Submission of “Application Form (2)”**

- 4.1 Schools are required to confirm the cleansing / security duties performed by their cleansing / security workers for the months of February to May 2022 in the allowance period, and complete the “Cleansing and Security Service Provider Subsidy Scheme for Non-government Schools and Kindergartens – Application Form (2)” (“Application Form (2)”) in accordance with the eligibility criteria as stated in the Scheme. The **original** copy of duly completed “Application Form (2)” should be submitted to the EDB **on or before 23 June 2022 (Thursday)**. Schools should keep copies of relevant documents properly for at least 7 years.
- 4.2 Upon receipt of the application, the EDB will issue an acknowledgement email to inform the school 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 and Security Workers (Applicable to June)” (“Monthly Return”) and (3) “Acknowledgment Slip of Receiving the Allowance by School Cleansing and Security Workers” (“Acknowledgement Slip”) to schools upon successful application.

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

- 4.3 Schools are required to review 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. Schools 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 schools 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 (2)” submitted by schools in stage 1 and the “Monthly return” submitted in stage 2. If amendment of information is required upon submission of “Application Form (2)” or “Monthly Return” (such as amendments to the list of eligible persons for application or the number of persons), the school should notify the EDB of the amendments and re-submit the revised documents to the EDB as soon as possible.**
- 4.5 Schools should notify the eligible workers of the eligibility criteria for applying the Scheme to ensure that the workers are well-informed of the submission of application by the school concerned 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 schools 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 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 schools in accordance with the disbursement arrangement as stipulated in the EDB Circular Memorandum No. 61/2022 upon verification of relevant documents submitted by schools. Schools 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 Schools 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.
- (VI) **Submission of Application**
- 6.1 Schools should submit the **original** copy of duly completed “Application Form (2) ” 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 (2)”, “Monthly Return” and “Acknowledgement Slip” should be properly kept by schools 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 (2)”, “Monthly Return” and “Acknowledgement Slip” should be true and correct. If the school 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 of the Scheme, he or she may be liable to criminal sanctions. The Government will also cancel the approved allowance and the whole sum of the allowance disbursed should be returned to the Government.

- 8.2 **The allowance of the Scheme to be disbursed to the eligible person through the school 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 school is not allowed to deduct the allowance for whatever reasons.**
- 8.3 Schools 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**.
- 8.4 The school and / or the recipient must notify the Government forthwith of any overpayment or any payment by mistake for whatever reasons to the school and cleansing / security workers under the Scheme and refund the same to the Government. In this respect, the school 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.

**(IX) 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  
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 Directly Employed by Schools**  
**Applicable to Application Form (2)**

Stage 1:  
Submit the  
Application Form (2)

Schools confirm the frontline cleansing / security services provided by their cleansing / security workers for the months of February to May 2022. Schools should submit the **original** copy of duly completed **Application form (2)** to the EDB on or before **23 June 2022 (Thursday)**.

Upon receipt of the application, the EDB will issue an acknowledgment email to schools. 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 schools upon successful applications.

Stage 2:  
Submit the Monthly  
Return

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

- Schools should **confirm the frontline cleansing / security services provided by their cleansing / security workers 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”. The school should keep the relevant documents properly.

**Disbursement of the allowance\***

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

- The EDB will disburse the allowance by two instalments in accordance with the disbursement arrangement as stipulated in paragraph 9 of the EDB Circular Memorandum No. 61/2022.
- Schools should disburse the allowance promptly to the eligible persons within one month upon receipt of the allowance.

Stage 3:  
Disburse  
allowance and  
submit the  
Acknowledgement  
Slip

**Upon disbursement of the allowance, schools should submit the “Acknowledgement Slip”**

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

Disbursement of the  
allowance  
completed

**The end of the allowance period**

- Schools should keep the relevant documents properly for at least 7 years for the EDB’s inspection as and when required.