



中華人民共和國香港特別行政區政府總部教育局  
Education Bureau  
Government Secretariat, The Government of the Hong Kong Special Administrative Region  
The People's Republic of China

本局檔號 Our Ref.: L/M(2) to EDB(KGA)ADM/90/1 VI  
來函檔號 Your Ref.:

電話 Telephone:  
傳真 Fax Line:

30 December 2020

To: Supervisors / Principals of all Kindergartens, Kindergarten-cum-Child Care Centres and  
Schools with Kindergarten Classes NOT Joining the Kindergarten Education Scheme

Dear Supervisor / Principal,

### **One-off Grant to Kindergartens**

The purpose of this letter is to inform kindergartens, kindergarten-cum-child care centres and schools with kindergarten classes NOT joining the kindergarten education scheme (collectively referred to as “non-Scheme KGs” hereafter) of the details of the One-off Grant to Kindergartens (KGs) under the Anti-epidemic Fund (One-off Grant).

#### **Details**

##### *Background*

To alleviate the financial hardship of KGs arising from the suspension of face-to-face teaching due to the COVID-19, the Education Bureau (EDB) not only provided the one-off Support Grant of \$80,000 to each non-Scheme KG in April 2020 by utilizing EDB's existing resource, but also provided a one-off grant of \$40,000 to each non-Scheme KG under the third round of Anti-epidemic Fund (AEF) in November 2020. To further alleviate KGs' financial hardship arising from the further suspension of face-to-face teaching due to the latest development of COVID-19, the government will provide a One-off Grant (the Grant) of \$80,000 to each non-Scheme KG under the new round of AEF.

##### *Documents required*

This Grant is a one-off grant and no application is required. The Grant will be credited directly to school's bank account. **Schools having received the \$40,000 One-off Grant under the third round of AEF are not required to submit any documents.** This \$80,000 Grant will continue to be credited to the school's bank account by auto pay. The EDB will disburse the Grant to schools in about one month after obtaining the funding. In case the schools concerned opt for not receiving this \$80,000 Grant, they should inform their respective District School Development Section / Joint Office for Kindergartens and Child Care Centres by writing on or before 13 January 2021.

In addition, for schools in **first receipt of the Grant, or those which need to update the bank account information**, they are required to submit the duly completed “Declaration of School Supervisor” (**Part A of Appendix 1**) and form GF179A “Authority for Payment to a Bank”. For schools using a bank account with the name different from the school name, they are required to complete both **Part A and B of Appendix 1** and attach relevant information and form. Schools are required to submit the original copy of the duly completed documents to their respective District School Development Section / Joint Office for Kindergartens and Child Care Centres **on or before 13 January 2021**.

*Financial and Accounting arrangements*

Schools must ensure that the Grant is used for operating the KG and for education purposes of students. The Grant shall not be used to subsidise any other activities not relating to the operation of KG. If a non-Scheme KG violates the aforementioned principle of usage when using the Grant, the EDB reserves the right to demand the refund of the improperly spent subsidies within the period and in the amount as specified by the EDB in writing.

KGs should keep separate ledger account for the Grant to properly record all income and expenditure of the Grant. All books of accounts, receipts, payment vouchers and invoices must be kept by KGs for accounting and auditing purposes. The relevant records should be kept for a minimum period of seven years for inspection of the EDB as necessary. KGs are reminded to follow the related procurement procedures of goods and services as stipulated in Appendix 2 of the EDB Circular No. 16/2013 when procuring goods and services.

**Enquiry**

For enquiries, please contact the respective Senior School Development Officers/ Senior Services Officers.

Yours sincerely,



(Mrs S C KWONG)  
for Permanent Secretary for Education

**Appendix 1**

To: Permanent Secretary for Education

(Attn: \_\_\_\_\_ District School Development Section / Joint Office for  
Kindergartens and Child Care Centres\*)

(Please tick) <input type="checkbox"/> First receipt <input type="checkbox"/> Change bank account information
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**Declaration of the School Supervisor**

**Part A:**

I, \_\_\_\_\_ (*name*), as the Supervisor of \_\_\_\_\_  
 (*name of school*), hereby request the Education Bureau to credit the full amount of the One-off  
 Grant into the bank account of \_\_\_\_\_ (*payee's name*), of the  
 account number \_\_\_\_\_ (*Personal bank account NOT accepted*), and  
 submit the duly completed GF179A. I understand and will abide by the terms stipulated in the letter  
 issued by the Education Bureau on 30 December 2020 on "One-off Grant to Kindergartens" (Ref:  
 L/M (2) to EDB(KGA)ADM/90/1 VI).

**Part B (Only applicable to schools receiving the Grant 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 -

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**Enclosed herewith (i) the supporting documents showing the connection between the school and the company/ organization holding the account; (ii) Appendix 1a for the above company/ organization to receive the Grant; and (iii) duly completed GF179A by the above company/ organization.**

Full Name of KG  
(Identical to the registered  
school name) : \_\_\_\_\_

School \_\_\_\_\_

Registration Number : \_\_\_\_\_

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

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

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

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

[\*Please delete as appropriate]

Appendix 1a

***[Attention: To be printed with letterhead bearing the name of company/  
organisation identical to the holder of the bank account.]***

**Collection of One-off Grant to Kindergartens  
(Only applicable to schools receiving the Grant with  
account name different from the school name)**

To: Permanent Secretary for Education

(Attn: \_\_\_\_\_ District School Development Section / Joint Office for  
Kindergartens and Child Care Centres\*)

Our company / organization\* \_\_\_\_\_  
(name), hereby submits the duly completed form GF179A in collection of One-off Grant of  
\_\_\_\_\_ (name of kindergarten).

(Note: The information filled in Part III of GF179A must be consistent with those submitted in  
this letter.)

Full Name of the Company/  
Organization\*

(Identical to the chop) :

\_\_\_\_\_

Signature of  
the Authorized Person :

\_\_\_\_\_

Name of  
the Authorized Person :

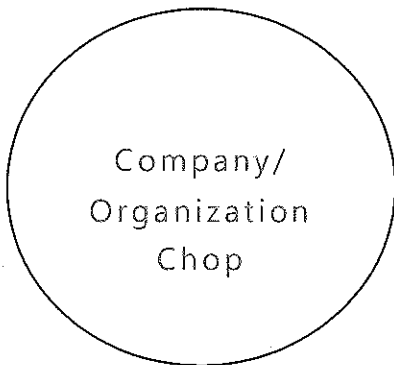
\_\_\_\_\_

Contact Number of the  
Authorized Person :

\_\_\_\_\_

Date :

\_\_\_\_\_



*[\*Please delete as appropriate]*

款項付予銀行授權書  
**AUTHORITY FOR PAYMENT TO A BANK**

請以中文或英文填寫本表格第 I、II 及 III 欄  
 Please complete sections I, II and III of this form in Chinese or English  
 (本表格如有任何塗改，概不受理)  
 (This form will not be accepted if it contains any erasure or amendment)

學校名稱(英文) School Name: \_\_\_\_\_

學校註冊編號 School Registration No.: \_\_\_\_\_

I  
 參閱背頁-  
 只供收款人  
 填寫的  
 附註  
 See Notes  
 Overleaf -  
 For  
 Payee's  
 Use

致：  
 To:

**教育局**  
**Education Bureau**

只供部門填寫 FOR DEPARTMENT USE ONLY

IV

債權人編號  
 Creditor Reference No

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參閱背頁  
 註一  
 See  
 Note 1  
 Overleaf

請將應付給我 / 我們的全部款項存入我 / 我們在下述銀行的帳戶  
 All sums due to me/us should be paid into my/our bank account with the

銀行 Bank  分行 Branch

參閱背頁  
 註二  
 See  
 Note 2  
 Overleaf

本授權書只適用於下述事務的付款：—  
 This Authority applies to payments to me/us in respect of the following transaction(s) only:—

**為幼稚園提供的一筆過津貼 One-off Grant to Kindergartens**

付款給我 / 我們所須的資料詳情載於第 II 欄  
 The particulars necessary to effect payment to me/us are given in Section II below

參閱背頁  
 註三  
 See  
 Note 3  
 Overleaf

II  
 收款人名稱：個人— 先寫姓氏 (最多可填寫 80 個英文字母或 40 個中文字)  
 Payee's Name : For individual - Surname first (Maximum 80 characters for English or 40 words for Chinese)

地址 (最多可填寫 120 個英文字母或 60 個中文字)  
 Address (Maximum 120 characters for English or 60 words for Chinese)

參閱背頁  
 註四  
 See  
 Note 4  
 Overleaf

銀行帳戶 Bank Account

銀行編號 Bank Code	分行編號 Branch Code	帳戶號碼 Account No.
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

參閱背頁  
 註五  
 See  
 Note 5  
 Overleaf

英文銀行帳戶名稱 (適用於在上列以中文填寫了收款人名稱)  
 Name of Bank Account in English (for payee's name completed in Chinese above)

參閱背頁  
 註六  
 See  
 Note 6  
 Overleaf

我 / 我們選擇以傳真方式或電子郵件接收領款通知書 (請選擇其中一種方式)：我 / 我們的傳真號碼或電子郵件地址是：—  
 I/We elect to receive the Remittance Advice by fax or by e-mail (please choose one method only). My/Our fax number or e-mail address is:—

傳真號碼 Fax No.

電子郵件地址 e-mail address

III

我 / 我們同意  
 I/We hereby agree that

- 銀行向政府表示收到款項的證明，足以代替我 / 我們的收款證明。  
 1. The Bank's acknowledgment to the Government will be sufficient discharge in lieu of acknowledgment by me/us.
- 我 / 我們填報在本表格內的付款辦法指示，在付款方式方面，對政府並無約束力。  
 2. My/Our payment instructions on this form do not bind the Government in regard to the manner in which payment may be made.
- 無論屬於何等理由，倘銀行未獲足夠資料確定收款的帳戶，以致款項在未收到進一步資料之前暫停支付，政府並不負責我 / 我們因銀行帳戶未能如期收到款項所遭受的任何損失或不便。  
 3. Where, for any reason, insufficient details are furnished to the Bank to determine the account to be credited and the sum is held in suspense pending receipt of further information, the Government will not be responsible for any loss or inconvenience suffered by me/us as a result of the bank account not being credited at the normal time.

**個人 For individual**

簽名  
 Signature .....

姓名 (正楷)  
 Name in block letters .....

香港身分證 / 護照號碼  
 H.K.I.C./Passport No. ....

電話號碼  
 Telephone No. ....

日期  
 Date .....

**公司 / 團體 For company/organization**

公司印章 Official Stamp

.....  
 獲公司 / 團體授權之認可簽署  
 Authorized signature  
 For and on behalf of the company/organization

姓名 (正楷)  
 Name in block letters .....

職位  
 Position .....

電話號碼  
 Telephone No. ....

日期  
 Date .....

## 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，須附交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。
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。

### 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

1. 在支付債權人系統更新後填寫。
2. 如經由支付債權人系統所支付給非公務員合約僱員的應課稅入息，應填寫第三個數字是“9”的債權人檔號。這些付款將會列入 IR56C 表格。

## 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.
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 e-mail will be sent by post.

### 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

1. To be completed after the creditor record has been updated in the Payment of Creditors System.
2. For payment of taxable earnings to non-civil service contract staff through the Payment of Creditors System, Creditor Reference Number with "9" in the third digit should be entered. Such payments will be included in IR56C Return.