

**申請續任校董 - 刑事定罪紀錄資料表**  
**Proforma on Criminal Conviction Records for**  
**Application for Renewal of Tenure of Office of a Manager**

CCR 表格  
CCR Proforma

(供法團校董會學校使用 For use by Schools with an Incorporated Management Committee)

**第 I 部 Part I – 個人及學校資料 Personal and school particulars**

(由申請續任學校校董者填寫 To be completed by school manager seeking renewal of tenure of office)

1. 個人資料 Personal particulars :

(a) 姓名(\*先生/女士/太太/小姐) Name (\*Mr./ Ms./ Mrs./ Miss)

(依香港身分證上所載)(As shown on Hong Kong Identity Card)

(i) 英文 in English .....  
(姓) (Surname) (名) (Other names)

(ii) 中文 in Chinese .....

(b) 性別 Sex : \*男 Male / 女 Female

(c) 香港身分證號碼 Hong Kong Identity Card number        ( )

(d) 出生日期 Date of birth ..... / ..... / .....  
日 Day 月 Month 年 Year

2. 本人擬續任校董的學校及校董類別 Details of the school and manager category of which I wish to renew my tenure of office as a manager —

(a) 學校名稱 Name of school .....

(b) 學校地址 Address of school .....

(c) 校董類別 (請在適當的方格內加上✓號)

Category of manager (Please tick as appropriate.)

辦學團體校董  
Sponsoring Body Manager

教員校董  
Teacher Manager

家長校董  
Parent Manager

校友校董  
Alumni Manager

獨立校董  
Independent Manager

替代辦學團體校董  
Alternate Sponsoring Body Manager

替代教員校董  
Alternate Teacher Manager

替代家長校董  
Alternate Parent Manager

\* 請刪去不適用者。 Please delete as appropriate.

**第 II 部 Part II – 刑事罪行紀錄 Criminal conviction records**

(由申請續任學校校董者填寫 To be completed by manager seeking renewal of tenure of office)

1. 你是否曾在香港或其他地方被裁定已犯可判處監禁的刑事罪行? (如有的話, 請提供詳情及有關文件, 例如警方發出的刑事定罪紀錄; 如無該類記錄, 請填上「無」。) 已失時效的判罪亦須申報, 你可選擇將已失時效的判罪填寫在第 3 頁的申報表內, 並將填妥的申報表直接寄交學校註冊及監察組(九龍塘)。(見註 1)

Have you ever been convicted previously in Hong Kong or elsewhere of a criminal offence punishable with imprisonment? (If yes, please provide details and attach relevant document(s), e.g. Criminal Record Summary issued by the Police. If there is no such record, please write "NIL".) You are required to declare spent conviction(s) as well, if any. Please note that you may choose to declare your spent conviction(s) separately by completing the Declaration Form on P.3 and send it to the School Registration & Compliance Section (Kowloon Tong) direct. (See Note 1)

.....  
.....

2. 現附上本人香港身分證副本一份。I attach a copy of my Hong Kong Identity Card.

(若申請人選擇不提供香港身分證副本，學校註冊及監察組(九龍塘)將為申請人安排會面，讓申請人親自出示香港身分證以供核對。若申請人作該選擇，則請刪去此項。)

(If the applicant chooses not to provide a photocopy of his/her Hong Kong Identity Card, the School Registration & Compliance Section (Kowloon Tong) will, for verification purpose, arrange an interview so that he/she can produce his/her Hong Kong Identity Card in person. If this is the case, please delete this item.)

3. 為核實本申請書內的資料，本人現授權警務處處長向教育局發放有關本人的全部刑事判罪紀錄詳情(如有的話)，包括根據《罪犯自新條例》(第 297 章)的已失時效判罪。

For the purpose of verifying the information provided in this application form, I hereby authorize the Commissioner of Police to release full details of my criminal conviction record(s), including spent convictions under the Rehabilitation of Offenders Ordinance (Cap. 297), if any, to the Education Bureau.

4. 就本人所知及所信，本申請書內一切內容均屬真實及詳盡。

All the contents of this application are true and complete to the best of my knowledge and belief.

簽署(中文)#  
Signature  
(Chinese)#

: .....

簽署(英文)#  
Signature  
(English) #

: .....

申請人姓名  
Name of Applicant

: .....

日期  
Date

: .....

# 如有的話，請同時提供中文及英文簽署。 Please provide both Chinese and English signatures, if any.

**第 III 部 Part III – 批註人簽署 Signature of endorsing person** (見註 2)(See Note 2)

(由申請續任學校校董的批註人填寫 To be completed by the endorsing person of the manager seeking renewal of tenure of office)

本人知悉在本表格第 I 及 II 部所填寫的資料。

I acknowledge the information completed in Part I and II of this Proforma.

簽署(中文)#  
Signature  
(Chinese)#

: \_\_\_\_\_

簽署(英文)#  
Signature  
(English) #

: \_\_\_\_\_

批註人姓名  
Name of the Endorsing Person

: \_\_\_\_\_

批註人職位：  
Position of the Endorsing Person

\_\_\_\_\_

日期  
Date

: \_\_\_\_\_

# 如有的話，請同時提供中文及英文簽署。 Please provide both Chinese and English signatures, if any.

**已失時效判罪申報表**  
**Declaration Form for Spent Conviction(s)**

(如申請人有已失時效的判罪及選擇自行(毋須由/經學校提交)申報已失時效的判罪，須將詳情填寫在此申報表上，並將填妥的申報表連同有關文件在申請日期起兩星期內以掛號方式寄交學校註冊及監察組(九龍塘)。

(If the applicant has spent conviction(s) and chooses to declare the spent conviction(s) separately (not necessary to be submitted by/through the school), he is required to provide the details in this Declaration Form. The duly completed Declaration Form together with relevant document(s) should be sent to the School Registration & Compliance Section (Kowloon Tong) by registered post within two weeks from the date of application.)

1. 姓名 Name (中文) (In Chinese) \_\_\_\_\_  
(英文) (In English) \_\_\_\_\_
2. 香港身份證號碼 Hong Kong Identity Card Number \_\_\_\_\_
3. 出生日期 Date of Birth \_\_\_\_\_
4. 電話號碼 Telephone Number \_\_\_\_\_
5. 本人擬續任校董的學校名稱 Name of the school of which I wish to renew my tenure of office as a manager  
\_\_\_\_\_  
\_\_\_\_\_
6. 已失時效的判罪資料 Information of spent conviction(s) -  
定罪日期 Date of Conviction \_\_\_\_\_  
提訊法庭 Court Appeared \_\_\_\_\_  
判刑 Sentence \_\_\_\_\_  
罪行詳情 Details of Offence(s)  
\_\_\_\_\_  
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7. 就本人所知及所信，本申報表一切內容均屬真實及詳盡。  
The contents of this declaration form are true and complete to the best of my knowledge and belief.

(日期) (Date) \_\_\_\_\_

(簽署) (Signature) \_\_\_\_\_

(申請人 / Applicant)

註 1 申請人如以前曾在香港或其他地方被裁定已犯可判處監禁的刑事罪行，須將該事件的詳細情形披露，並提供有關文件，例如警方發出的刑事定罪紀錄。如無該類記錄，請填上「無」。申請人亦須申報已失時效的判罪(如有話)。(根據《罪犯自新條例》(第 297 章)第 2(1)條，凡個別人士(i)在香港被定罪，但並未因此被判處監禁超過三個月或罰款超過 10,000 元；(ii)在此以前不曾在香港被定罪；以及(iii)經過三年時間並未在香港再被定罪，則就他以往的定罪、罪行、行為或情況而向他或向其他人提出的有關問題，或加諸於他或其他人的有關披露該等定罪、罪行、行為或情況的義務，均須視為並非指該項定罪。然而，該條例第 4(2)(b)條訂明，上述規定不適用於在任何人執行其職位或受僱工作的職責期間，由該人或其代表所提出以對另一人是否適宜根據法律(即包括《教育條例》(第 279 章))獲得註冊或續予註冊作出評核的問題；亦不適用於在該人執行該等職責期間，向該人披露資料以作該等評核的義務。)如申請人只有已失時效的判罪，該申請人可選擇在第 II 部第一段填寫「無」，但須將詳情填寫在「已失時效判罪申報表」(本表格第 3 頁)，並將填妥的申報表連同有關文件盡快自行(毋須由/經學校提交)以掛號方式寄交學校註冊及監察組(九龍塘)。如申請人曾干犯刑事罪行而同時有已失時效的判罪，該申請人須在第 II 部第一段提供所干犯罪行的詳情及可選擇依上述方式申報已失時效的判罪。

Note 1 If the applicant has previously been convicted in Hong Kong or elsewhere of a criminal offence punishable with imprisonment, the full circumstances of such matter must be disclosed, and relevant document(s) should be attached, e.g. Criminal Record Summary issued by the Police. If there is no such record, please write "NIL". The applicant is required to declare spent conviction(s) as well, if any. (Under section 2(1) of the Rehabilitation of Offenders Ordinance (Cap. 297), where (i) an individual has been convicted in Hong Kong of an offence in respect of which he was not sentenced to imprisonment exceeding three months or to a fine exceeding \$10,000; (ii) he has not been convicted in Hong Kong on any earlier day of the offence; and (iii) a period of three years has elapsed without that individual being again convicted in Hong Kong of an offence, then any question asked of that individual or any other person relating to, or any obligation imposed on that individual or any other person to disclose, that individual's previous convictions, offences, conduct or circumstances shall be treated as not referring to that conviction. However, by virtue of section 4(2)(b), this shall not apply to any question asked by or on behalf of any person, in the course of the duties of his office or employment, or any obligation to disclose information to that person in the course of those duties, in order to assess the suitability of another person for registration, or to continue to be registered under any law, i.e. including the Education Ordinance (Cap. 279).) If the applicant has spent conviction(s) only, he may choose to write "Nil" in paragraph 1 of Part II but he is required to provide the details in "Declaration Form for Spent Conviction(s)" (page 3 of this Proforma). The duly completed Declaration Form together with relevant document(s) should be sent to the School Registration & Compliance Section (Kowloon Tong) separately by registered post (not necessary to be submitted by/through the school) as soon as possible. If the applicant has spent conviction(s) together with other conviction(s), he has to provide the details of the other conviction(s) in paragraph 1 of Part II and may choose to follow the aforesaid procedure in declaring the spent conviction(s).

註 2 有關學校校董類別及其批註人，請參考下表 -

Note 2 Please refer to the following table about categories of managers and their respective endorsing persons.

校董類別 <b>Category of manager</b>	批註人 <b>Endorsing person</b>
辦學團體校董/替辦學團體校董 Sponsoring body manager/ Alternate sponsoring body manager	辦學團體主席 Chairperson of sponsoring body
教員校董/替代教員校董 Teacher manager / Alternate teacher manager	校長 Principal
家長校董/替代家長校董 Parent manager/ Alternate parent manager	法團校董會認可的家長教師會主席 Chairperson of parent-teacher association recognized by the IMC
校友校董 Alumni manager	*法團校董會或辦學團體(視該會的章程的規定而定)認可的校友會主席 / 法團校董會校監 (未有人經由認可的校友會獲提名) [*適用者] *Chairperson of alumni association recognized by the IMC of school or its sponsoring body as may be provided for in the IMC constitution / supervisor of the IMC (where no person is nominated via a recognized alumni association) [* as applicable]
獨立校董 Independent manager	法團校董會校監 Supervisor of IMC

## 警 告

### WARNING

申請人須注意《教育條例》的規定，尤其是一

Applicants' attention is drawn to the provisions of the Education Ordinance and particularly to —

(a) 第 30(1) 條

Section 30(1) —

「如常任秘書長覺得有以下情況，可拒絕申請人註冊為某間學校的校董—

"The Permanent Secretary may refuse to register an applicant as a manager of a school if it appears to the Permanent Secretary that —

(e) 該申請人在提出以下任何申請時，即—  
in making or in connection with any application —

- (i) 學校註冊；  
for registration of a school;
- (ii) 註冊為校董或教員；或  
for registration as a manager or a teacher; or
- (iii) 僱用校內准用教員  
to employ a person as a permitted teacher in a school,

或在與該等申請有關的事項中，作出的陳述或提供的資料在要項上屬虛假，或因在要項上有所遺漏而屬虛假。」；

the applicant has made any statement or furnished any information which is false in any material particular or by reason of the omission of any material particular.";

及  
and

(b) 第 87(1) 條 —

Section 87(1) —

「任何人如—

"Any person who —

(k) 在根據本條例提出任何申請時，或在與該等申請有關的事項中，不論以口頭或書面作出在要項上屬虛假的陳述或提供在要項上屬虛假的資料，而他知道或理應知道該項陳述或資料在要項上屬虛假，  
in or in connection with any application under this Ordinance makes any statement or furnishes any information, whether such statement or information be verbal or written, which is false in any material particular and which he knows or reasonably ought to know is false in such particular,

即屬犯罪，一經定罪，可處罰款\$250,000 及監禁 2 年。」

shall be guilty of an offence and shall be liable on conviction to a fine of \$250,000 and to imprisonment for 2 years."

## 提 示

### REMINDER

申請人與教育局及其他政府部門進行任何事務往來時，均不得向政府人員提供利益。

Applicants, while having dealings of any kind with the Education Bureau and other Government departments, should not offer advantage to Government officers.

**個人資料收集聲明**  
**蒐集校董的個人資料**  
**Personal Information Collection Statement for**  
**Collecting Personal Data of Managers**

教育局會利用本表格所載的個人資料，作以下一種或多種用途：

The personal data provided in this form will be used by the Education Bureau for one or more of the following purposes –

- (a) 處理是項申請；  
processing the application;
- (b) 與其他政府部門/決策局及/或政府以外的機構核實與本申請有關的資料；  
verifying with other Government departments/bureaux and/or parties outside the Government information which is relevant to the application;
- (c) 校董註冊；  
registration as a manager;
- (d) 提供教育服務；  
provision of education services;
- (e) 進行研究及編製統計資料，以便規劃教育服務；  
conducting research and compiling statistics to facilitate planning of education services;
- (f) 處理有關教育專業人員發展的事宜；  
processing matters relating to the development of the education profession;
- (g) 執行《教育條例》及《教育規例》(第 279 章)；及  
administering and enforcing the Education Ordinance and Education Regulations (Cap. 279)； and
- (h) 根據《教育條例》第 8(3)條的規定，備存法團校董會的登記冊供公眾人士查閱。  
maintaining a register of incorporated management committees for public inspection as provided for under section 8(3) of the Education Ordinance.

申請人必須在本表格上填寫個人資料。申請人如不提供該等資料，申請的處理工作及結果或會受影響。

The provision of personal data by means of this form is *obligatory*. Failure to provide such data may affect the processing and outcome of an application.

本表格所蒐集的個人資料，或會向政府其他部門/決策局披露，作上文所述用途。

The personal data collected in this form may be disclosed to other Government departments/ bureaux for the purposes mentioned above.

根據《個人資料(私隱)條例》(第 486 章)第 18 和 22 條及附表 1 第 6 原則，你有權要求查閱及更正你的個人資料。要求查閱的權利包括要求提供本表格所載個人資料的副本，惟須繳付費用。

You have a right to request access to and correction of your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486). Your right of access includes the right to obtain a copy of your personal data provided in this form. This is however subject to payment of a fee.

如欲查詢有關本表格所蒐集的個人資料，包括要求查閱及更正資料事宜，請聯絡以下人員：

Enquiries concerning the personal data collected by means of this form, including making of access and corrections, should be addressed to the following officer–

九龍九龍塘  
沙福道19號  
教育局九龍塘教育服務中心  
東座4樓E420室  
教育局  
學校註冊及監察組(九龍塘)  
高級教育主任(註冊檢視)  
電話：3698 4233

Senior Education Officer (Registration Review)  
School Registration & Compliance Section (Kowloon Tong)  
Education Bureau  
Room E420, 4/F, East Block  
Education Bureau Kowloon Tong Education Services Centre  
19 Suffolk Road, Kowloon Tong  
Kowloon  
Te l : 3698 4233