

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

(e) 手提電話號碼 Mobile Phone Number (見註1) (See Note 1) [必須填寫 Mandatory Field]

(f) 電郵地址 E-mail address (見註1) (See Note 1) [必須填寫 Mandatory Field]

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註冊檢視小組。(見註 2)

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 Registration Review Team direct. (See Note 2)

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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，註冊檢討組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 Registration Review Team 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 3)(See Note 3)

(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.

註 1 為促進推行電子政務，申請人必須由2024-2025學年起向本局提供手提電話及電郵地址。假如你沒有提供所需要的個人資料，本局可能無法辦理或繼續處理申請。

Note 1 To facilitate the implementation of e-Government services, the provision of mobile number and email address of the applicant will be essential from 2024-2025 school year onwards. In the event that you do not provide the required personal data, we may not be able to handle or further process your application.

註 2 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(如有有的話)。(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)以掛號方式寄交註冊檢討組。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 2 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 Registration Review Team 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 3 有關學校校董類別及其批註人，請參考下表 -

Note 3 Please refer to the following table about categories of managers and their respective endorsing persons.

校董類別 Category of manager	批註人 Endorsing person
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

Personal Information Collection Statement

收集個人資料的目的

Purpose of Collection

1. 你在本表格提供的個人資料，會供教育局用於以下一項或多項用途：

The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:

- (a) 處理、核實及查證就校董註冊的申請及檢視校董的註冊；
Activities relating to the processing, authentication and counter-checking of the application for registration of managers, and reviewing the registration of managers;
- (b) 就上文(a)項所述的事項，將個人資料與政府相關政策局／部門資料庫進行核對；
Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the activities mentioned in (a) above;
- (c) 將個人資料與教育局資料庫進行核對，以核實／更新教育局的記錄；
Activities relating to matching of the personal data within the database of the EDB for purposes of verifying / updating records of the EDB;
- (d) 培訓及發展，包括發出計劃／活動邀請、處理發還課程費用申請、評審提名、獎項和獎學金，以及監察達標進度(如適用)；
Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress, where applicable;
- (e) 處理及審核撥款／補助／津貼申請、發放撥款／補助／津貼，以及審計；
Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
- (f) 編製統計資料、研究及政府刊物；
Activities relating to compilation of statistics, research and Government publications;

- (g) 執行規則及規例[包括但不限於《教育條例》(香港法例第279章)及其附屬法例(例如《教育規例》、《補助學校公積金規則》、《津貼學校公積金規則》)和《資助則例》)]；以及

Activities relating to the administration and enforcement of rules and regulations including but not limited to, the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidised Schools Provident Fund Rules) and the Codes of Aid; 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。

Activities relating to maintaining a register of incorporated management committees for public inspection as provided for under section 8(3) of the Education Ordinance.

2. 你必須按本表格的要求及於本局處理本表格的過程中提供個人資料。假如你沒有提供該等個人資料，本局可能無法辦理或繼續處理申請。

The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

可獲轉移資料者

Classes of Transferees

3. 你提供的個人資料會供教育局人員取閱。除此之外，本局亦可能會向下列各方或在下述情況轉移或披露該等個人資料：

The personal data you provide will be made available to persons working in the EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-

- (a) 政府其他政策局及部門，包括但不限於香港海關、律政司、香港警務處、入境事務處、廉政公署、破產管理署、選舉事務處，必要時以用於上文第1段所述的用途；

other Government bureaux and departments, including but not limited to, Customs and Excise Department, Department of Justice, Hong Kong Police Force, Immigration Department, Independent Commission Against Corruption, Official Receiver's Office, Registration and Electoral Office, where necessary, for the purposes mentioned in paragraph 1 above;

- (b) 與本表格相關的學校，以用於上文第1段所述的用途；

the school in which the form relates for the purposes mentioned in paragraph 1 above;

- (c) 你曾就披露個人資料給予訂明同意；以及

where you have given your prescribed consent to such disclosure; and

- (d) 根據適用於香港的法例或法庭命令授權或規定披露個人資料。
where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

查閱個人資料

Access to Personal Data

4. 你有權要求查閱及更正教育局所持有關於你的個人資料。如需查閱或更正個人資料，請以書面向助理文書主任(註冊檢視)提出。(地址：香港柴灣利眾街24號東貿廣場29樓A-C室或電郵：acorr@edb.gov.hk)

You have the right to request access to and correction of your personal data held by the EDB. Request for access or correction of personal data should be made in writing to Assistant Clerical Officer (Registration Review) at Units A-C, 29/F, E-Trade Plaza, 24 Lee Chung Street, Chai Wan, Hong Kong or email to acorr@edb.gov.hk.