



公益少年团新团员登记 / 退会表格（2025/26）
CYC NEW MEMBER REGISTRATION / WITHDRAWAL FORM (2025/26)

新团员登记 / 退会截止日期为 2025年12月31日
Deadline of Registration / Withdrawal: 31 December 2025

注意事项 Points to note

- 1) 登记表格首页需要校长签署，并透过传真（3107 1305）、电邮或电子表格递交系统（<https://eformss.edb.gov.hk/>）递交至所属地区的助理教育主任。
The front page of this registration form with the signature of School Head should be submitted to the to the respective Assistant Education Officer of the districts by fax (3107 1305), email or the Electronic Form Submission System (<https://eformss.edb.gov.hk/>).
- 2) 必须以电脑输入团员资料。填妥的登记表格，请以以下方式递交：
- All data MUST be computerised. Completed registration forms can be submitted via the following methods:
- 以加密 EXCEL（*.xls 或*.xlsx）格式电邮至所属地区的助理教育主任，并以另一电邮传送档案密码；
Email to the respective Assistant Education Officer of the districts in encrypted EXCEL (*.xls or *.xlsx) format. The password for the file must be sent in a separate email;

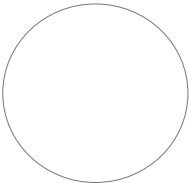
区域 District	助理教育主任 Assistant Education Officer	电邮地址 E-mail Address
东区、南区、中西区、湾仔、离岛 Eastern, Southern, Central & Western, Wan Chai, Islands	梁婉珊女士 Ms Cecilia LEUNG	aeosss17@edb.gov.hk
沙田、大埔、北区、西贡、九龙城、黄大仙 Shatin, Tai Po, Northern, Sai Kung, Kowloon City, Wong Tai Sin	李小姐女士 Ms Sandy LEE	aeosss18@edb.gov.hk
荃湾、葵青、屯门、元朗、观塘、深水埗、油尖旺 Tsuen Wan, Kwai Tsing, Tuen Mun, Yuen Long, Kwun Tong, Sham Shui Po, Yau Tsim Mong	李镓兰女士 Ms Macy LEE	aeosss16@edb.gov.hk

或 OR

- 以PDF 格式上载至电子表格递交系统（<https://eformss.edb.gov.hk/> > 电子表格 > 105. 提交文件予教育局 > 公益少年团新团员登记 / 退会表格）。
Upload to the Electronic Form Submission System (<https://eformss.edb.gov.hk/> > E-FORMS APPLICATION > 105. Submitting Document(s) to the EDB > CYC New Member Registration / Withdrawal Form) in PDF format.
- 3) 若团员遗失团员记录册，请填写补领团员记录册表格，有关表格可于公益少年团网页下载：
If members lost their membership record books, please complete the application form for replacement. The form can be downloaded from the CYC website:
<http://www.edb.gov.hk/tc/public-admin/related-bodies-schemes/edu-schemes-fund/cyc/forms/index.html>
- 4) 教育局有机会将学校参与公益少年团活动的视像资料，包括图片、影片、文字、活动照片、海报、图像或音讯作活动记录及宣传公益少年团之用；宣传媒介包括但不限于刊物、网页及宣传品等。
会员学校于学校通告中亦宜加上此附注。The visual materials of the participating CYC member schools, such as images, videos, texts, photos of activities, pictures or audios etc., may be used by the Education Bureau for record purpose and promotion of CYC. The media of promotion includes but is not limited to publications, websites and promotional materials etc.. Member schools should include this note in the school circular.
- 5) 请参阅附录一以了解《个人资料收集声明》。
Please refer to Appendix 1 for the Personal Information Collection Statement.

学校名称 Name of School	☐ 中学 Secondary ☐ 小学 Primary	所属地区 District	学校电话 Tel no.
学校地址 School Address	负责教师姓名 Name of Teacher-in-charge		学校传真 Fax no.
校长姓名 Name of School Head	校长签署 Signature of School Head	负责教师电邮地址 E-mail address of Teacher-in-charge	日期 Date

团员 Member		
年级 Level	新登记 New Registration	退会 Withdrawal
	人数 Number	人数 Number
1		
2		
3		
4		
5		
6		
总数 Total		



学校印鉴 School Chop



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(Sept 2025)

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注意事项 Points to note

必须以电脑输入团员资料。填妥的登记表格，请以 EXCEL (*.xls 或 *.xlsx) 格式[#]电邮至所属地区的助理教育主任 或 以PDF 格式上载至电子表格递交系统 (<https://eformss.edb.gov.hk/>)。
All data MUST be computerised. Completed registration forms should be emailed to the respective assistant education officer of the districts in EXCEL (*.xls or *.xlsx) format[#] OR uploaded to the Electronic Form Submission System (<https://eformss.edb.gov.hk/>) in PDF format.

[#] 如需额外位置输入团员资料，学校可自行于表格最下方插入「新行」。[#] [功能表>>常用>>储存格>>插入>>插入工作表列]
Schools are free to insert new rows at the end of the form for membership data entry. [Menu>>Home>>Cells>>Insert>>Insert Sheet Rows]

学校名称 Name of School: _____

区域 District: _____

请填上由教育局编配的学生编号 (STRN) Please fill in the STRN assigned by the Education Bureau 有效的号码应由8个字元组成 A valid number should consist of 8 digits	团员姓名 (用正楷填写，先写姓氏) Name of Member (Use Capital Letter, Surname First)		就读年级 (例：小一/中一) Level of Class (e.g. P1/S1)	性别 (男/女) Gender (M/F)	退会 (如适用) Withdrawal (W) (if applicable)
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	英文 English	中文 Chinese			
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个人资料收集声明

Personal Information Collection Statement

收集个人资料的目的 Purpose of Collection

1. 你在本表格提供的个人资料，会供教育局用于以下一项或多项用途： 1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
- (a) 处理、核实及查证就公益少年团团团员登记或退会的申请；(a) Activities relating to the processing, authentication and counter-checking of the application for registration or withdrawal of CYC membership;
 - (b) 就上文(a)项所述申请的处理、核实及查证，将个人资料与政府相关政策局／部门资料库进行核对；(b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the application mentioned in (a) above;
 - (c) 将个人资料与教育局资料库进行核对，以核实／更新教育局的记录；以及 (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB; and
 - (d) 编制统计资料、研究及政府刊物。 Activities relating to compilation of statistics, research and Government publications.
2. 你必须按本表格的要求及于本局处理本表格的过程中提供个人资料。假如你没有提供该等个人资料，本局可能无法办理或继续处理有关申请。 2. 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.

可获转移资料者 Classes of Transferees

3. 你提供的个人资料会供教育局人员取阅。除此之外，本局亦可能会向下列各方或在下述情况转移或披露该等个人资料： 3. The personal data you provide will be made available to persons working in 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门，以用于上文第1段所述的用途；(a) other Government bureau and departments for the purposes mentioned in paragraph 1 above;
 - (b) 与本表格相关的学校，以用于上文第1段所述的用途；(b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
 - (c) 你曾就披露个人资料给予订明同意；以及 (c) where you have given your prescribed consent to such disclosure; and
 - (d) 根据适用于香港的法例或法庭命令授权或规定披露个人资料。(d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

查阅个人资料 Access to Personal Data

4. 你有权要求查阅及更正教育局所持有属于你的个人资料。如需查阅或更正个人资料，请以书面方式向公益少年团办事处提出，并邮寄至香港湾仔皇后大道东213号胡忠大厦11楼1141室或电邮至 info_cyc@edb.gov.hk。 4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to the Community Youth Club Office by post to Room 1141, 11/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong or email to info_cyc@edb.gov.hk.