

**APPLICATION FOR REGISTRATION OF CHILD CARE CENTRE****(For KG-cum-CCC application only)****幼兒中心註冊申請表 (只適用於幼稚園暨幼兒中心申請)****Part I****甲部份**

(1) Name of applicant : \*Mr./Mrs./Miss/Ms \_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)  
 申請人姓名 先生/夫人/小姐/女士 英文 中文

(2) H.K.I.C No. / Passport No.  
 (applicable for individs applicant only)  
 身份証號碼 / 護照號碼  
 (只適用於個人申請者) \_\_\_\_\_

(3) Name of organisation represented : \_\_\_\_\_ (English)  
 (not for individual applicant) 英文  
 代表機構名稱(個人申請者毋須填寫) \_\_\_\_\_ (Chinese)  
 中文

(4) Address & tel./fax no.of applicant / \_\_\_\_\_ (English)  
 organisation represented\* 英文  
 申請人/代表機構\*地址及電話/傳真號碼 \_\_\_\_\_

\_\_\_\_\_ (Chinese)  
 中文

Tel. no.: \_\_\_\_\_ Fax no.: \_\_\_\_\_  
 電話號碼 傳真號碼

(5) Contact person : \*Mr./Mrs./Miss/Ms \_\_\_\_\_  
 聯絡人姓名 先生/夫人/小姐/女士

(6) Correspondence address & tel./fax no. : \_\_\_\_\_  
 聯絡人地址及電話/傳真號碼

Tel. no.: \_\_\_\_\_ Fax no.: \_\_\_\_\_  
 電話號碼 傳真號碼  
 Email Address : \_\_\_\_\_  
 電郵地址

**Part II****乙部份**

With reference to section 7 of the Child Care Services Ordinance Cap. 243, I, on behalf of the organisation \* hereby apply for the premises specified below to be registered as a child care centre.

根據有關幼兒服務條例第 243 章第七節，我現以個人名義/代表機構\*申請以下地方為一註冊幼兒中心。

(1) Name of proposed centre : \_\_\_\_\_ (English)  
 擬辦中心名稱 英文  
 \_\_\_\_\_ (Chinese)  
 中文

(2) Full address & tel./fax no. of proposed \_\_\_\_\_ (English)  
 centre : 英文  
 擬辦中心詳細地址及電話號碼 \_\_\_\_\_

\_\_\_\_\_ (Chinese)  
 中文

Tel. no.: \_\_\_\_\_ Fax no.: \_\_\_\_\_  
 電話號碼 傳真號碼  
 Email Address : \_\_\_\_\_  
 電郵地址

### Part III

#### 丙部份

1. Nature of Service, Proposed Capacity and Proposed Fee :  
服務類別、建議名額及擬定收費：

Type of Centre 中心類別	Proposed Capacity 建議名額			Proposed Fee (\$) / Instalments 擬定收費 (\$) / 期數			
	AM Session 上午	PM Session 下午	Full Day 全日	AM Session 上午 (期數/No. of instals)	PM Session 下午 (期數/No. of instals)	Full Day 全日 (期數/No. of instals)	Meal Charge 膳食費 (期數/No. of instals)
Creche (0-2) 育嬰園							
Nursery (2-3) 幼兒園							

2. Staff List : ( Note 1)  
職員名單：(註一)

Post 職位	Name in English 英文姓名	Name in Chinese 中文姓名	HKIC No. / Passport No. 香港身份證號碼 / 護照號碼	Working Hours 工作時間		
				Full Time 全職	AM Session 上午	PM Session 下午
Child Care Supervisor 幼兒中心主管						
Child Care Worker 幼兒工作員						
Holder of Valid First Aid Certificate (Note2) 有效急救證書持有人 (註二)						

3. Time-table : The proposed time-table of daily activities of the centre

時間表 : 擬定之日常活動時間表

submitted  
呈交

not yet submitted  
未呈交

4. Dietary Scale and menu : The proposed dietary scale and menu

膳食份量及菜單 : 擬定之膳食份量及菜單

submitted  
呈交

not yet submitted  
未呈交

N/A (only provide half-day services)  
不適用(提供半日制服務)

5. Admission plan

招生計劃

	Initial stage 首階段
No. of children to be admitted 招收兒童人數	
No. of Child Care Staff 幼兒工作職員人數	

6. Relevant Certificates/Documents attached :

附上所需證書 / 文件 :

(a) Copy of Certificate from the Director of Fire Services

消防處發出之證書副本 :

Reference : \_\_\_\_\_ Date of issue : \_\_\_\_\_  
編號 簽發日期

(b) Copy of Certificate from the Director of Buildings/Director of Housing/  
Director of Architectural Services \*

屋宇署 / 房屋署 / 建築署\* 發出之有關證書副本

Reference : \_\_\_\_\_ Date of issue : \_\_\_\_\_  
編號 簽發日期

(c) Copy of Work Completion Certificate (WR1 Form) plus a copy each of the Certificates of  
Registration of Electrical Worker and Electrical Contractor and/or\* Periodic Test  
Certificate (WR2 Form) for fixed electrical installation

有關固定電力裝置之完工證明書 (WR1 表格) 連同電業工程人員註冊  
證明書和電業承辦商註冊證明書副本各一份及 / 或\* 定期測試證明書  
(WR2 表格) 副本

Registration no. of electrical contractor : \_\_\_\_\_ Date of completion : \_\_\_\_\_  
承辦商編號 簽發日期

- (d) The Certificate of Completion or Certificate of Annual Inspection/Maintenance in duplicate for gas installation work\*, if necessary, plus a copy each of the Gas Installer Registration Card and Certificate of Registration of Gas Contractor :

有關氣體燃料裝置之「完工證明書」或「每年檢查/維修證明書」\* 正副本(視乎需要), 連同氣體裝置技工註冊咭和氣體工程承辦商註冊證明書副本各一份:

Registration no. of gas contractor : \_\_\_\_\_ Date of completion : \_\_\_\_\_  
承辦商編號 簽發日期

Signature : \_\_\_\_\_ Date : \_\_\_\_\_  
簽名 (with zeal of agency if applicable) 日期  
機構印鑑(如適用)

(\* ) Please delete whichever inappropriate  
請劃去不適用者

Note 1 : Please see Regulation 5 and Regulation 6 of the Child Care Services Regulations, Cap. 243

註一 請參閱幼兒服務規例第243章第五及第六條

Note 2 : Please enclose a copy of valid First Aid Certificate of the holder

註二 請附上持有人的有效急救證書副本一份

## 重要事項

沒有「智方便+」戶口的申請人須把已填妥的申請表交回幼稚園及幼兒中心聯合辦事處處理(地址: 香港太古城太古灣道14號6樓602室)。請確保已為郵件支付足夠郵資, 以免未能送達本局。郵資不足的郵件, 一律會由香港郵政處理。

## Important Notes

Applicant without an “iAM Smart+” account is required to return the completed form to Joint Office for Kindergartens and Child Care Centres for processing (Address: Room 602, 6/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong). Please ensure that sufficient postage is paid to avoid unsuccessful delivery. Any underpaid mail items will be disposed of by the Hongkong Post.

## 個人資料收集聲明

### 收集個人資料的目的

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：
  - (a) 就幼兒中心註冊申請，辦理有關處理、核實及查證的事務；
  - (b) 就上文(a)項所述的處理、核實及查證，辦理有關把個人資料與政府相關政策局／部門資料庫進行核對程序的事務；
  - (c) 為核實／更新教育局的記錄，辦理有關把個人資料與教育局資料庫進行核對程序的事務；
  - (d) 辦理有關培訓及發展的事務，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；
  - (e) 辦理有關處理及審核撥款／補助／津貼申請、發放撥款／補助／津貼，以及審計的事務；
  - (f) 辦理有關編製統計資料、研究材料及政府刊物的事務，以及
  - (g) 辦理有關施行及強制執行規則及規例 [包括《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》)]的事務；及《幼兒服務條例》(香港法例第 243 章)及其附屬法例 [即《幼兒服務規例》(香港法例第 243A 章)]的事務
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。

### 可獲轉移資料者

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：
  - (a) 政府其他政策局及部門，包括社會福利署、城市規劃委員會、地政總署、消防處、屋宇署或建築署，機電工程署，學生資助辦事處以用於上文第 1 段所述的用途；
  - (b) 與本表格相關的學校，以用於上文第 1 段所述的用途；
  - (c) 受聘於教育局以提供服務或意見的人員、代理人、服務供應商；及/或其他有關個人/機構 (例如:物業持有人或房屋委員會)以用於上文第 1 段所述的用途；
  - (d) 你曾就披露個人資料給予訂明同意；以及
  - (e) 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。

### 查閱個人資料

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，請以書面向以下人士提出：香港太古城太古灣道 14 號 6 樓 602 室幼稚園及幼兒中心聯合辦事處當值主任或電郵至 [jokc@edb.gov.hk](mailto:jokc@edb.gov.hk)。

## **Personal Information Collection Statement**

### Purpose of Collection

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) Activities relating to the processing, authentication and counter-checking of the application for registration of Child Care Centre;
  - (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) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
  - (d) 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;
  - (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
  - (f) Activities relating to compilation of statistics, research and Government publications; and
  - (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules), the Codes of Aid; and the Child Care Services Ordinance (Cap.243) and its subsidiary legislation ( i.e., the Child Care Services Regulations (Cap 243 A) )
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.

### Classes of Transferees

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) other Government bureau and departments, including Social Welfare Department, Town Planning Board, Lands Department, Fire Services Department, Buildings Department or Architectural Services Department, Electrical and Mechanical Services Department, and Student Finance Office, for the purposes mentioned in paragraph 1 above;
  - (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
  - (c) personnel, agent, service provider engaged by EDB to provide services or advice; and /or other relevant individuals/ organizations (such as property owner or Housing Authority), for purposes mentioned in paragraph 1 above;
  - (d) where you have given your prescribed consent to such disclosure; and
  - (e) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

### Access to Personal Data

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 intake officer at Room 602, 6/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong or email to [jokc@edb.gov.hk](mailto:jokc@edb.gov.hk).