

非牟利幼稚園暨幼兒中心租約更新通知書
Notification of Renewal of Tenancy Agreement for
Non-Profit-Making Kindergarten-cum-Child Care Centres

致To： 教育局常任秘書長 Permanent Secretary for Education

經辦人 Attention： 幼稚園及幼兒中心聯合辦事處 Joint Office for Kindergartens and
Child Care Centres

- (1) 本人現通知教育局，本幼稚園暨幼兒中心已續訂租約，租期由 _____ 年 _____ 月 _____ 日至 _____ 年 _____ 月 _____ 日，為期 _____ 年，期間租金為每月 _____ 元，並請教育局在新租約生效後繼續發放租金津貼。

I wish to inform you that the Tenancy Agreement of our kindergarten-cum-child care centre has been renewed for a term of _____ years from _____ to _____ with rent payable at \$ _____ per month throughout the term, and apply for continued reimbursement for rent expense when the new Tenancy Agreement becomes effective.

- (2) 現附上下列證明文件，以支持本人之申請：

The following copies of documentary evidence are enclosed to support my application:

a) 租約 Tenancy Agreement

b) 其他 (例如：物業可作分租用途及收取租金的證明文件)，請列明：

Others (e.g.: Documents confirming the permission to sublet or to receive rent), please specify: _____

- (3) 如發還校舍租金申請獲得批准，本人將確保所有循使用校舍而得的收入，包括於課餘時間由學校或校外人士舉辦的收費活動，均納入學校的賬目內，經會計師核實後呈交教育局。

If the application for reimbursement of rent for the school premises is approved, I agree to include in the school accounts all income generated through the use of my school premises, including fee-collecting activities organized by my school or outside bodies in the non-school hours. After being audited, the school accounts will be submitted to EDB.

- (4) 本人答應將任何多付與本幼稚園之款項交還政府。

I undertake to refund to the Government any amount overpaid.

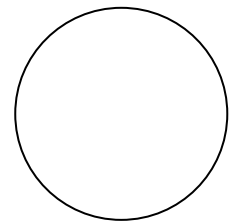
校監簽署 Signature of Supervisor: _____

姓名(請用正楷) Name (in block letters): _____

幼稚園名稱 Name of Kindergarten: _____

幼稚園地址 Address of Kindergarten: _____

日期 Date: _____



學校印章
School Chop

* 請將不適用者刪去 Delete whichever is inappropriate

填表須知

1. 請將填妥之表格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)
2. 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。
3. 教育局在辦理有關申請時，可能需將附表所載的個人資料，提交其他政府部門/機構處理。
4. 倘若提供資料不充分，教育局可能無法辦理有關申請。
5. 根據《個人資料(私隱)條例》第18和22條及其附表第6原則的規定，資料當事人有權更改或查詢所提供的個人資料。
6. 若需獲得及更改有關表格/證明文件內的個人資料，請與幼稚園及幼兒中心聯合辦事處聯絡。

Notes for completing the Form

1. 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)
2. Please ensure that sufficient postage is paid to avoid unsuccessful delivery. Any underpaid mail items will be disposed of by the Hongkong Post.
3. The personal data provided by means of this form will be used for processing application. They may be disclosed to other Government departments/agencies for the above-mentioned purposes.
4. If you do not provide sufficient information, the Education Bureau may not be able to process your application.
5. 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.
6. Enquiries concerning the personal data collected by means of this form/document, including the making of access and corrections, should be addressed to Joint Office for Kindergartens and Child Care Centres.