



公益少年團新團員登記 / 退會表格 (2026/27)
CYC NEW MEMBER REGISTRATION / WITHDRAWAL FORM (2026/27)

新團員登記 / 退會截止日期為 2026年12月31日
Deadline of Registration / Withdrawal: 31 December 2026

注意事項 Points to note

- 1) 表格首頁需由校長簽署，並透過傳真（3107 1305）、電郵或電子表格遞交系統（<https://eformss.edb.gov.hk/>）遞交至所屬地區的助理教育主任。
The front page of this form should be signed by the School Head and submitted to the Assistant Education Officer of the respective districts by fax (3107 1305), email or the Electronic Form Submission System (<https://eformss.edb.gov.hk/>).
- 2) 表格第二頁的團員資料必須以電腦輸入，並透過以下方式遞交：
All members' particulars must be entered electronically on P.2 of the form and submitted via the following methods:
- 以加密 EXCEL (*.xls 或 *.xlsx) 格式電郵至所屬地區的助理教育主任，並以另一電郵傳送檔案密碼；
Email to the Assistant Education Officer of the respective districts in encrypted EXCEL (*.xls or *.xlsx) format. The password for the file must be sent in a separate email;

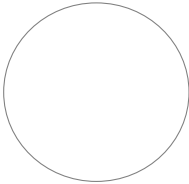
區域 District	助理教育主任 Assistant Education Officer	電郵地址 E-mail Address
觀塘、深水埗、油尖旺、九龍城、黃大仙 Kwun Tong, Sham Shui Po, Yau Tsim Mong, Kowloon City, Wong Tai Sin	陳雅麗女士 Ms Ellie CHAN	aeosss15@edb.gov.hk
荃灣、葵青、屯門、元朗 Tsuen Wan, Kwai Tsing, Tuen Mun, Yuen Long	李鏗蘭女士 Ms Macy LEE	aeosss16@edb.gov.hk
東區、南區、中西區、灣仔、離島 Eastern, Southern, Central & Western, Wan Chai, Islands	梁婉珊女士 Ms Cecilia LEUNG	aeosss17@edb.gov.hk
沙田、大埔、北區、西貢 Sha Tin, Tai Po, Northern, Sai Kung	李小姐女士 Ms Sandy LEE	aeosss18@edb.gov.hk

或 OR

- 以PDF 格式上載至電子表格遞交系統（<https://eformss.edb.gov.hk/> > 電子表格 > 105. 提交文件予教育局 > 公益少年團新團員登記 / 退會表格）。
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) 若團員遺失團員記錄冊，請填寫補領團員記錄冊表格，有關表格可於公益少年團網頁下載：
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) 教育局有機會將學校及學生參與公益少年團活動的視像資料，包括圖片、影片、文字、活動照片、海報、圖像或音訊作活動記錄及宣傳公益少年團之用；宣傳媒介包括但不限於刊物、網頁及宣傳品等。
學校亦應在學校通告中加上此附註，讓家長知悉有關安排。
The visual materials of the schools and students participating in CYC activities, such as images, videos, texts, photos of activities, pictures or audios, 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, website, promotional materials etc. Member schools should also include this remark in the school circular to inform parents of the related arrangements.
- 5) 請參閱附錄一以了解《個人資料收集聲明》。
Please refer to Appendix 1 for the Personal Information Collection Statement.

學校名稱 Name of School	☐ 中學 Secondary ☐ 小學 Primary		所屬地區 District	學校電話 Tel no.
學校地址 School Address	負責教師姓名 Name of Teacher-in-charge		學校傳真 Fax no.	
校長姓名 Name of School Head	校長簽署 Signature of School Head	負責教師電郵地址 E-mail address of Teacher-in-charge		日期 Date

團員 Member		
年級 Level	新登記 New Registration	退會 Withdrawal
	人數 Number	人數 Number
1		
2		
3		
4		
5		
6		
總數 Total		



學校印鑑 School Chop



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(Sept. 2026)

新團員登記 / 退會截止日期為 2026年12月31日
Deadline of Registration / Withdrawal: 31 December 2026

注意事項 Points to note

必須以電腦輸入團員資料。請將填妥的表格以**加密 EXCEL (*.xls 或 *.xlsx)** 格式[#]電郵至所屬地區的助理教育主任 或 以**PDF** 格式上載至電子表格遞交系統 (<https://eformss.edb.gov.hk/>) 。

All members' particulars must be entered electronically. Completed forms should be **emailed** to the Assistant Education Officer of the respective districts in **encrypted EXCEL (*.xls or *.xlsx) format** [#] OR **uploaded** to the Electronic Form Submission System (<https://eformss.edb.gov.hk/>) in **PDF** format.

[#] 如需額外位置輸入團員資料，學校可自行於表格最下方插入「新行」。[#] [功能表>>常用>>儲存格>>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]

學校名稱 Name of School:

區域 District:

請填上由教育局編配的學生編號 (STRN) Please fill in the STRN assigned by the Education Bureau 有效的號碼應由8個字元組成 A valid number should consist of 8 digits	團員姓名 (用正楷填寫，先寫姓氏) Name of Member (Use Capital Letter, Surname First)		就讀年級 (例：小一/中一) Level (e.g. P1/S1)	性別 (男/女) Gender (M/F)	退會 (如適用，請加上“W”) Withdrawal (Please mark “W” if applicable)
	英文 English	中文 Chinese			
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(Sept 2026)

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、核實及查證就公益少年團團員登記或退會的申請；
Activities relating to the processing, authentication and counter-checking of the application for registration or withdrawal of CYC membership;
 - (b) 就上文(a)項所述申請的處理、核實及查證，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 processing, authentication and counter-checking of the application 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；以及
Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB; and
 - (d) 編製統計資料、研究及政府刊物。
Activities relating to compilation of statistics, research and Government publications.
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有關申請。
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 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，以用於上文第1段所述的用途；
Other Government bureau and departments 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。如需查閱或更正你在本表格提供的個人資料，請以書面方式向公益少年團辦事處提出，並郵寄至香港灣仔皇后大道東213號胡忠大廈11樓1141室或電郵至 info_cyc@edb.gov.hk。
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 you provided in this form 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.