



教育局 幼稚園入學註冊證申請表格

(請於填表前詳閱申請指引)

(家長須在 2019 年 9 月至 11 月期間為將於 2020/21 學年入讀幼兒班(K1)的子女遞交一份申請)

請圈適用方格

第一部 申請人資料 (一般而言,申請人必須是學童的父/母,若學童不是你的子女,請於第三部註明及提供相關證明文件)

* 可選擇填寫

1. 稱謂*	# <input type="checkbox"/> 1 先生 <input type="checkbox"/> 2 女士 <input type="checkbox"/> 3 小姐
2. 英文姓名 (必須按身份證明文件所載順序填寫)	<input type="text"/>
3. 中文姓名	<input type="text"/>
4. 身份證明文件類別及號碼 (請參照申請指引乙部第 1.3 節)	# <input type="checkbox"/> A 香港身份證號碼: <input type="text"/> () <input type="checkbox"/> B 其他身份證明文件類別: _____ 證明文件號碼: _____
5. 出生年份	<input type="text"/> 年
6. 住址 (請用英文填寫) 大廈名稱 屋邨/村名稱 街道名稱及號數 分區 地區	Flat (室) <input type="text"/> Floor (樓) <input type="text"/> Block (座) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> # <input type="checkbox"/> 1 HK (港島區) <input type="checkbox"/> 2 KLN (九龍區) <input type="checkbox"/> 3 NT (新界及離島區)
7. 香港通訊地址 (如與住址相同,則不用填寫) 大廈名稱 屋邨/村名稱 街道名稱及號數 分區 地區	Flat (室) <input type="text"/> Floor (樓) <input type="text"/> Block (座) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> # <input type="checkbox"/> 1 HK (港島區) <input type="checkbox"/> 2 KLN (九龍區) <input type="checkbox"/> 3 NT (新界及離島區)
8. 本地聯絡電話號碼	<input type="text"/> (流動*) <input type="text"/> (住宅) 用作接收「申請確認通知」短訊

由本局填寫

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第二部 學童資料 (不用填寫其他無須申請或已申請幼稚園入學註冊證/幼稚園入學許可書的學童資料)

1.a. 英文姓名 (必須提供) (必須按身份證明文件所載順序填寫)	<input type="text"/>
b. 中文姓名	<input type="text"/>
c. 身份證明文件類別及號碼 (請參照申請指引乙部第 2.3 節)	# <input type="checkbox"/> A 香港出生證明書號碼: <input type="text"/> () <input type="checkbox"/> B 香港身份證號碼: <input type="text"/> () <input type="checkbox"/> C 其他身份證明文件類別: _____ 證明文件號碼: _____
d. 出生日期	<input type="text"/> 年 <input type="text"/> 月 <input type="text"/> 日
e. 與申請人關係	# <input type="checkbox"/> A 子/女 <input type="checkbox"/> B 其他 (請於第三部註明及提供相關證明文件)
f. 申請人讀學年 (請參考申請指引乙部第 2.1 節)	# <input type="checkbox"/> C 2020/21 學年 <input type="checkbox"/> E 2019/20 學年
g. 申請人讀級別 (根據 f 項所選的人讀學年)	# <input type="checkbox"/> N 幼兒班(K1) <input type="checkbox"/> L 低班(K2) <input type="checkbox"/> U 高班(K3)
2.a. 英文姓名 (必須提供) (必須按身份證明文件所載順序填寫)	<input type="text"/>
b. 中文姓名	<input type="text"/>
c. 身份證明文件類別及號碼 (請參照申請指引乙部第 2.3 節)	# <input type="checkbox"/> A 香港出生證明書號碼: <input type="text"/> () <input type="checkbox"/> B 香港身份證號碼: <input type="text"/> () <input type="checkbox"/> C 其他身份證明文件類別: _____ 證明文件號碼: _____
d. 出生日期	<input type="text"/> 年 <input type="text"/> 月 <input type="text"/> 日
e. 與申請人關係	# <input type="checkbox"/> A 子/女 <input type="checkbox"/> B 其他 (請於第三部註明及提供相關證明文件)
f. 申請人讀學年 (請參考申請指引乙部第 2.1 節)	# <input type="checkbox"/> C 2020/21 學年 <input type="checkbox"/> E 2019/20 學年
g. 申請人讀級別 (根據 f 項所選的人學學年)	# <input type="checkbox"/> N 幼兒班(K1) <input type="checkbox"/> L 低班(K2) <input type="checkbox"/> U 高班(K3)

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註: 本表格有效期由 2019 年 9 月 1 日至 2020 年 8 月 31 日, 亦可用作申請幼稚園入學許可書

第三部 其他有關家庭狀況的特別資料

如你在第二部所填報的學童不是你的子女，請註明與學童的關係，同時請提供學童父或母的身份證明文件副本及授權書。若申請人未能提供有關文件，而學童現由申請人監護/照顧，請提供相關佐證。

與學童的關係 (請註明) _____

由本局填寫

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第四部 通訊語言

1. 通訊語言

C 中文

E 英文

第五部 承諾及聲明

1. 香港特別行政區政府(下稱「特區政府」)已由2017/18學年起實施幼稚園教育計劃(下稱「計劃」)。鑑於特區政府會根據「計劃」考慮及處理本人為受養人(受養人的資料填報於本表格第二部)(下稱「該學童」)提交的「幼稚園入學註冊證」(下稱「註冊證」)或「幼稚園入學許可書」(下稱「入學許可書」)申請，本人(即下述簽署人，本人的資料已填報於本表格第一部)特此確認和同意下文第2至第10條所載事項。
2. 本人已小心閱讀及完全明白《幼稚園入學註冊證申請指引》(下稱「指引」)，本人承諾本人會遵守並會確保該學童遵守指引內的一切要求及細則(可不時由特區政府修訂)，以及特區政府不時就「註冊證」或「入學許可書」的申請和使用條款發出的其他要求及指示。
3. 本人明白並同意「註冊證」或「入學許可書」只適用於「計劃」所涵蓋的合資格學童在「計劃」所涵蓋的合資格本地非牟利幼稚園註冊入學。
4. 本人明白「註冊證」的有效期一般為三年，若個別家長因個人考慮(例如：學童個別情況、家庭因素、轉校等)安排子女重讀某一級別而延長幼稚園教育超過三年，家長一般須支付未扣減「計劃」資助前的全額學費。在特殊情況下，家長可向本局申請延長「註冊證」的有效期。教育局只會就有特殊學習需要學童的個別情況考慮有效期延長的申請。申請人必須提供相關證明，如由相關註冊醫生或專業人士(例如：兒科專科醫生、精神科醫生、教育心理學家、臨床心理學家等)簽發的評估報告，證明學童有特殊教育需要而需要就讀幼稚園的年期較一般的三年為長。
5. 本人明白就讀參加「計劃」的幼稚園的合資格學生必須在幼稚園的上課月份上課，幼稚園才可獲發該月的資助。一般而言，如學童整月缺課(即缺席某月的所有上課日)，教育局不會發放該學童該月的資助；而家長須向學童就讀的幼稚園繳交其「收費證明書」上未扣減「計劃」資助前的該月學費(全費)。如有特殊情況(例如因病而整月缺席)，在家長向學校提供充分的理據和有效的證明文件(必須包括該月的所有上課日)後，學校可向教育局提出申請，本局會按個別情況考慮酌情處理。但如學童整月缺課涉及旅遊的因素，這類個案一律不作考慮。
6. 本人承諾和保證，由本人或代表本人不時就這項申請提供的資料及證明文件和所作出的陳述(以下統稱「資料」)全屬真確完整。本人明白，教育局會根據該等資料處理這項申請。
7. 若(I)本人或有人代表本人就本承諾及聲明作出任何失實或誤導的陳述，或提供虛假文書；或(II)本人不遵從本承諾及聲明中的任何條文，在不損害特區政府根據本承諾及聲明或在法律上享有的任何權力、權利及補救的原則下，特區政府有權即時使這項申請或已發出的「註冊證」或「入學許可書」失效，視屬何情況而定；有關方面亦可能會對本人提起訴訟及/或刑事檢控。
8. 本人明白並同意：
 - I. 本人在此申請中提供的個人資料(包括本人及該學童的個人資料)，將用於(i)處理及核實此申請表內，及/或與此申請有關的資料的真確性，(ii)與教育有關的統計及研究，以及(iii)處理查詢事宜的用途；
 - II. 本人必須填報申請表內要求提供的所有個人資料，但在申請表上註明是可選擇是否填寫的資料則屬例外。本人如未能提供所需的資料或證明文件，例如身份證明文件副本，有關申請或會延誤或不獲受理；
 - III. 教育局可將收集所得的個人資料向任何有關人士、公司、機構或特區政府部門及該學童入讀/轉讀的幼稚園披露；本人亦同意有關機構和特區政府部門可向教育局透露本人及/或該學童的個人資料，以作任何上述第(i)段所述的用途；
 - IV. 本人明白在此申請中提交的一切資料教育局概不發還。不過，根據《個人資料(私隱)條例》(香港法例第486章)第18和22條，以及附表1第6原則，申請人有權查閱及更正申請表內填寫的個人資料。此外，申請人亦可索取其個人資料的副本，此項要求須以書面形式向教育局提出；及
 - V. 任何與收集的個人資料有關的查詢，包括要求查閱或改正資料，請參閱教育局網頁內的《私隱政策》，網址 <http://www.edb.gov.hk/te/privacy-policy.html>。
9. 本承諾及聲明須受香港法律管限，並須按照香港法律解釋；本人及特區政府同意不可撤銷地接受香港法院的專屬司法管轄權管轄。
10. 本人已細閱本承諾及聲明，並完全明白本人在本承諾及聲明下的義務及責任。

申請人簽署: _____

日期: 年 月 日

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遞交申請前的覆核清單

1. 你是否已填妥申請表各項及核對所有資料正確無誤，並於第五部承諾及聲明簽署？
2. 你是否已夾附你的身份證明文件副本？
3. 你是否已夾附所有學童的身份證明文件副本？
4. 如學童不是你的子女，你是否已在第三部註明與學童的關係及提供有關證明文件(學童父或母的身份證明文件副本及授權書)？
5. 你是否已填上香港通訊地址？
6. 就郵寄申請而言，你是否已在信封上填妥本局的地址(香港灣仔郵政局郵政信箱 23179 號)並貼上足夠郵資？請留意郵資不足的郵件，一律會由香港郵政處理。
7. 你是否已影印及備存一份填妥的申請表格？



(For staple)



EDUCATION BUREAU

(Please read carefully the Guidance Notes before filling in the application form)

APPLICATION FOR REGISTRATION CERTIFICATE FOR KINDERGARTEN ADMISSION

(Parents are required to submit an application **between September and November 2019** for their child(ren) going to study in **Nursery Class (K1) in the 2020/21 school year**)

Please circle the appropriate box

Part I Particulars of Applicant (Normally the applicant must be the parent of the student or else please specify in Part III with relevant supporting proofs)

* Optional to fill in

1. Title* # 1 Mr. 2 Ms. 3 Miss

2. Name in English (in the same order as stated on the identity document)

3. Name in Chinese

4. Identity Document Type & No. # A HKID Card No: () B Other Identity Document: Document No:

5. Year of Birth Y

6. Home Address Flat Floor Block
Name of Building
Estate/Village
No. & Name of Street
District
Area # 1 HK 2 KLN 3 NT

7. Correspondence Address in HK (please leave blank if it is the same as the home address) Flat Floor Block
Name of Building
Estate/Village
No. & Name of Street
District
Area # 1 HK 2 KLN 3 NT

8. Local Contact Telephone No. (mobile*) (home)
For receiving "Acknowledgement of Application"

For Office Use

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Part II Particulars of student(s) (particulars of other students not applying for or already applied for Registration Certificate/Kindergarten Admission Pass NOT required)

1.a. Name in English (mandatory) (in the same order as stated on the identity document)

b. Name in Chinese

c. Identity Document Type & No. # A HK Birth Certificate No: () B HKID Card No: () C Other Identity Document: Document No:

d. Date of Birth Y M D

e. Relationship with Applicant # A Child B Other (please specify in Part III with relevant supporting proofs)

f. School Year Applying for # C 2020/21 school year E 2019/20 school year

g. Class Applying for # N Nursery Class (K1) L Lower Class(K2) U Upper Class (K3) (with regard to the school year selected in item f)

2.a. Name in English (mandatory) (in the same order as stated on the identity document)

b. Name in Chinese

c. Identity Document Type & No. # A HK Birth Certificate No: () B HKID Card No: () C Other Identity Document: Document No:

d. Date of Birth Y M D

e. Relationship with Applicant # A Child B Other (please specify in Part III with relevant supporting proofs)

f. School Year Applying for # C 2020/21 school year E 2019/20 school year

g. Class Applying for # N Nursery Class (K1) L Lower Class(K2) U Upper Class (K3) (with regard to the school year selected in item f)

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Note: This form is valid from 1st September 2019 to 31st August 2020 and also applicable to application for Kindergarten Admission Pass. EDB 193E

Part III Other Special Family Information

If you have filled in Part II particulars of any student who is **not** a child of yours, please specify your relationship with the student. Please also provide copy of the identity document and authorisation letter of the student's father/mother. If such documents cannot be presented, and the student is now under your guardianship, please provide relevant supporting proofs.

Relationship with the student (Please specify) _____

For Office Use

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Part IV Language of Correspondence

1. Language of correspondence # C Chinese E English

Part V Undertaking and Declaration

- The Government of the Hong Kong Special Administrative Region (hereafter referred to as "HKSAR Government") has implemented the kindergarten (KG) education scheme (hereafter referred to as "Scheme") with effect from the 2017/18 school year. As the HKSAR Government is to consider and process the application for a "Registration Certificate for Kindergarten Admission" (hereafter referred to as "RC") or "Kindergarten Admission Pass" (hereafter referred to as "AP") for my dependent(s) (particulars of whom are provided in Part II of this Form) (hereafter individually or collectively referred to as "Student") according to the "Scheme", I (that is, the undersigned with my particulars being provided in Part I of this Form) hereby acknowledge and agree as set out in Clauses 2 to 10 below.
- I have carefully read and fully understood the "Guidance Notes on Application for Registration Certificate for Kindergarten Admission" (hereafter referred to as "Guidance Notes"). I hereby undertake that I shall comply with and ensure the Student will comply with all requirements and specifications set out in the "Guidance Notes" (as may from time to time be amended by the HKSAR Government) and such other requirements and directions from time to time be issued by the HKSAR Government regarding the application for and the conditions on use of the "RC" or "AP".
- I understand and agree that the "RC" or "AP" is only applicable to the eligible Student covered under the "Scheme" for registration in an eligible local non-profit-making KG under the "Scheme".
- I understand the validity period of "RC", in general, is 3 years. If the parents arrange for their children to receive KG education for more than 3 years due to personal consideration (e.g. individual conditions of the children, family factors, changing schools, etc.), the parents have to pay the full school fee before deduction of subsidy under the Scheme. Under special circumstances, parents may apply for the extension of the validity period of the "RC". Application for extension of validity period of "RC" will only be considered by the Education Bureau (EDB) on a case-by-case basis for students with special educational needs. The applicant must provide relevant proof, for example, an assessment report issued by the relevant registered medical practitioner or professional (e.g. paediatrician, psychiatrist, educational psychologist, clinical psychologist, etc.), confirming special educational needs of the child and the need for the child to pursue KG education for a period longer than the normal three years.
- I understand for a Scheme-KG to be disbursed with subsidy for a month, an eligible student studying in that KG must have attended classes in that month. In general, if students have been absent from school for an entire month (i.e. absent for all school days of a specific month), subsidy in respect of the student for that month would not be disbursed to the KG concerned; parents are required to pay full school fees before deduction of subsidy under the Scheme as shown on the "Fees Certificate" of the KG to which the child is admitted. If there are any special circumstances (e.g. absence due to illness for the entire month), upon receipt of justifications and documentary proof (covering all school days of the absent month) from parents, schools may apply to the EDB for subsidy. Each case would be considered on its individual merits. However, if the whole-month absence of students involves touring, disbursement of subsidy for these cases would not be considered.
- I hereby undertake and warrant that information, supporting documents supplied and representations (hereafter collectively referred to as "information") made by me or on my behalf from time to time in relation to this application are accurate and complete. I understand that EDB will process the application based on the information.
- If (I) any representation given by me or on my behalf in this Undertaking and Declaration is incorrect or misleading or if a false instrument is provided; or (II) if I fail to comply with any provisions of this Undertaking and Declaration, without prejudice to any powers, rights and remedies that the HKSAR Government may have under this Undertaking and Declaration or in law, the HKSAR Government shall be entitled to immediately invalidate this application or, as the case may be, immediately invalidate the "RC" or "AP" issued; and I may be liable to litigation and/or criminal prosecution.
- I understand and agree:
 - The personal data provided by means of this application (including the personal data of my own and the Student's) will be used for (i) processing and verifying the information provided in and/or in relation to this application, (ii) education-related statistics and research, and (iii) enquiry handling purpose;
 - The provision of the personal data by me as required in this form is obligatory, except for the information that is specified as "optional". If I fail to provide such information or supporting documents as required (e.g. copy of the identity documents), my application may be held in abeyance or be rejected;
 - EDB can disclose the personal data collected to any person, company, organisation or HKSAR Government department/bureau and the KGs that the Student is admitted/transferred to; I also give consent to the organisation or HKSAR Government department/bureau concerned to release my and/or the Student's personal data to the EDB for any of the purposes stated in paragraph (I) above;
 - I understand that all documents submitted in this application are not returnable. However, in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong), an applicant has the right to obtain access and make correction to the data provided by him/her. He/she can also obtain copies of his/her personal data, such request should be addressed to the EDB in writing; and
 - Enquiries concerning the personal data collected, including the request to access and make correction, I may refer to the "Privacy Policy" of the EDB website at <http://www.edb.gov.hk/en/privacy-policy.html>.
- This Undertaking and Declaration shall be governed by and construed in accordance with the laws of Hong Kong, I and the HKSAR Government shall irrevocably submit to the exclusive jurisdiction of the Courts of Hong Kong.
- I have read the provisions of this Undertaking and Declaration carefully and fully understood my obligations and liabilities under this Undertaking and Declaration.

Signature of Applicant: _____

Date: Y M D

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Checklist for Submission of Application

- Has the application form been correctly filled in and Part V Undertaking and Declaration duly signed?
- Has copy of your identity document been attached?
- Has copy of the identity document of all student(s) been attached?
- If the student is **not** a child of yours, have you specified your relationship with the student in Part III of the application form with relevant supporting proofs (copy of the identity document and authorisation letter of father/mother of the student)?
- Have you provided the correspondence address in Hong Kong?
- For application by post, have you written the correct postal address of EDB (P.O. Box 23179, Wan Chai Post Office, Hong Kong) and affixed sufficient postage to the envelope for mailing the application? Please note any underpaid mail items will be disposed of by the Hongkong Post.
- Have you retained a photocopy of the completed application form?