

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.

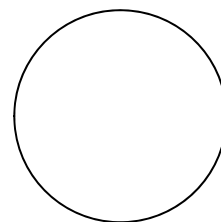
校監簽署 Signature of Supervisor: _____

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: _____



學校印鑑
School Chop

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) 就非牟利幼稚園暨幼兒中心租約更新，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，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) 你曾就披露個人資料給予訂明同意；以及
 - (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。

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。

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 Renewal of Tenancy Agreement for Non-Profit-Making Kindergarten-cum-Child Care Centres;
 - (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 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) where you have given your prescribed consent to such disclosure; and
 - (d) 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.