

**Kindergarten Education Scheme**  
**Manual on electronic application form for “Registration**  
**Certificate for Kindergarten Admission”**  
<https://eform.cefs.gov.hk/form/edb005/en/>

Education Bureau  
September 2024

## Index

1. Important Announcement and Required Items .....	2
2. Part I – Particulars of Applicant .....	3
3. Part II – Particulars of Child(ren).....	3
4. Part III - Other Special Family Information.....	4
5. Part IV – Language of Correspondence .....	4
6. Supporting Documents .....	5
7. “Undertaking and Declaration” and Digital Signing .....	6
8. Review and Confirm.....	8
9. Acknowledgement .....	9
10. Enquiry.....	10

# 1. Important Announcement and Required Items

- 1.1 In the case of server overload as a result of the use of online application service by many applicants at the same time, the system will display the message of “This service is temporarily unavailable. Please try again later. Sorry for any inconvenience caused.” Please save the form data and submit your online application form later.
- 1.2 Please **refrain from** using public computer to submit online application for the sake of personal data protection.
- 1.3 In general, it takes 15-20 minutes to complete online application.
- 1.4 Please make digital copy of identity documents (Format: jpg, jpeg, png or pdf; total size not more than 4.0mb) of the applicant (i.e. parent / guardian of child) and the child ready before application. Please ensure that the image of the uploaded documents are clear and non-reflective. The format requirements should also be met.
- 1.5 For printing of “Acknowledge Slip” and the enclosed “Undertaking and Declaration” after completion of online application, please use computer device installed with a printer.
- 1.6 Please select an intended method of signing. For applicant **who chooses to submit duly signed “Undertaking and Declaration” by post**, please submit the document (enclosed in the “Acknowledge Slip” and please download / print it out) to the Kindergarten Administration 2 Section of Education Bureau (Address: P.O. Box 23179, Wan Chai Post Office, Hong Kong) **within 10 working days** after submission of online application to facilitate the Education Bureau in processing your applications. For applicant who choose to use digital signing with “iAM Smart+”, please make sure you have successfully upgraded to “iAM Smart+” beforehand (For details, please refer to “iAM Smart” website: <https://www.iamsmart.gov.hk/en/reg.html>).
- 1.7 Please provide your email address if you want to receive acknowledgement email for future reference. (Note : “Undertaking and Declaration” will not be attached in the e-mail.)
- 1.8 To avoid delay in processing, please do not submit duplicate applications (including both online and paper application forms).

## 2. Part I – Particulars of Applicant

The screenshot shows the 'Part I - Particulars of Applicant' section of the application form. The left sidebar contains a navigation menu with five items: 1) Introduction, 2) Part I - Particulars of Applicant (highlighted), 3) Part II - Particulars of child(ren), 4) Part III - Other Special Family Information, and 5) Part IV - Language of Correspondence. The main content area is titled 'Part I - Particulars of Applicant' and includes a note: '(Normally the applicant must be the parent of the child or else please specify in Part III with relevant supporting proofs)'. The form fields are: Title (radio buttons for Mr., Ms., Miss), Name in English (text box with 'Chan Tai Man'), Name in Chinese (text box), Identity Document Type (radio buttons for HKID Card, Travel Document, Other), HKID Card No. (text box with 'A123456' and a dropdown for '3'), Year of Birth (text box with '1980'), and Home Address (text box).

- 2.1 Please complete relevant fields based on the information of your identity document.
- 2.2 If the applicant is not the parent of the child, please specify in Part III with relevant supporting proofs (See para 4.1).
- 2.3 If the applicant does not live in Hong Kong, please provide an address in Hong Kong for correspondence use in addition to the home address, or else this may result in delay in mailing of the result to the applicant.

## 3. Part II – Particulars of Child(ren)

The screenshot shows the 'Part II - Particulars of child(ren)' section of the application form. The left sidebar contains a navigation menu with nine items: 1) Introduction, 2) Part I - Particulars of Applicant, 3) Part II - Particulars of child(ren) (highlighted), 4) Part III - Other Special Family Information, 5) Part IV - Language of Correspondence, 6) Supporting Documents, 7) \*Undertaking and Declaration\* and Digital Signing, 8) Review & Confirm, and 9) Acknowledgement. The main content area is titled 'Part II - Particulars of child(ren)' and includes a note: '(Particulars of other children not applying for or already applied for Registration Certificate / Kindergarten Admission Pass NOT required)'. The form fields are: # (text box with '1'), Name in English (text box with 'Chan Siu Man'), Name in Chinese (text box), Identity Document Type (radio buttons for HKID Card, Hong Kong Birth Certificate, Other), HK Birth Certificate No. (text box with 'S123456' and a dropdown for '2'), Date of Birth (text box with '2021-06-02' and a calendar icon), Relationship with Applicant (radio buttons for Child, Other), School Year Applying for (radio buttons for 2024/25 School Year, 2023/24 School Year), and Class Applying for (radio buttons for K1, K2, K3). There is an 'Add a child' button at the bottom right.

- 3.1 If you have already applied for Registration Certificate for Kindergarten Admission/ Kindergarten Admission Pass by post / online, please **do not submit duplicate applications.**

- 3.2 Please complete relevant fields based on the information of the identity document(s) of your child(ren). Regarding the minimum age of children to be enrolled to corresponding kindergarten levels, please refer to para 2.1 under Part B of the “Guidance Notes on Application for Registration Certificate for Kindergarten Admission”.
- 3.3 If you would like to submit application for more than one child, please click “Add a child”. Each application form accepts two children’s applications at most.
- 4. Part III - Other Special Family Information (Applicable for child who is NOT a child of yours)**

- 4.1 Please specify your relationship with the child who is NOT a child of yours. If you are the parent of the stated child / children in Part II, it is not necessary to complete this part.

**5. Part IV – Language of Correspondence**

- 5.1 Please choose the language of correspondence (Chinese / English).

## 6. Supporting Documents

### Application for Registration Certificate for Kindergarten Admission

1) Introduction	<b>Copy of Identity Document for Applicant</b>
2) Part I - Particulars of Applicant	Choose files or drag them here Accept file format: JPG, JPEG, PNG, PDF Total size up to 4.0 MB (Could choose up to 2 files)
3) Part II - Particulars of child(ren)	
4) Part III - Other Special Family Information (Applicable for child who is NOT a child of yours)	<b>Copy of Identity Document for Child 1</b>
5) Part IV - Language of Correspondence	Choose files or drag them here Accept file format: JPG, JPEG, PNG, PDF Total size up to 4.0 MB (Could choose up to 2 files)
<b>6) Supporting Documents</b>	
7) "Undertaking and Declaration" and Digital Signing	<b>Copy of Identity Document and Authorisation Letter of the child's father / mother or relevant supporting proofs</b>
8) Review & Confirm	Choose files or drag them here Accept file format: JPG, JPEG, PNG, PDF Total size up to 4.0 MB (Could choose up to 3 files)
9) Acknowledgement	

- 6.1 If the child is NOT a child of yours, please submit copy of your identity document(s) **AND** identity document(s) of the child's father / mother, authorization letter and / or other relevant supporting proofs.

## 7. “Undertaking and Declaration” and Digital Signing

### Application for Registration Certificate for Kindergarten Admission

- 1) Introduction
- 2) Part I - Particulars of Applicant
- 3) Part II - Particulars of child(ren)
- 4) Part III - Other Special Family Information (Applicable for child who is NOT a child of yours)
- 5) Part IV - Language of Correspondence
- 6) Supporting Documents
- 7) "Undertaking and Declaration" and Digital Signing

Please check the following information before submission. You may go back to make changes as needed.

#### Part I - Particulars of Applicant

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

**Title**  
Mr.

**Name in English**      **Name in Chinese**  
Chan Tai Man     

**Identity Document Type**  
HKID Card

**HKID Card No**  
A123456 ( 3 )

**Year of Birth**  
1982

**Home Address**

### Method of Signing

**Method of Signing \***

Digital signing with "iAM Smart+ / Digital Certificate"

To submit the duly signed "Undertaking and Declaration" to the Education Bureau by post

- 7.1 Please check all filled information before submission. You may click “Back” to make changes if necessary.
- 7.2 Please select a method of signing after checking all the filled information is correct. If applicants submit e-applications with digital signing with “iAM Smart+”, and documents required for application are all available and valid, in normal condition, processing procedure for e-applications will be completed faster than paper-based applications.
- 7.3 For applicant who chooses to use digital signing with “iAM Smart+”, please make sure you have successfully upgraded to “iAM Smart+” beforehand (For details, please refer to “iAM Smart” website: <https://www.iamsmart.gov.hk/en/reg.html>).

**EDUCATION BUREAU APPLICATION FOR REGISTRATION CERTIFICATE FOR KINDERGARTEN ADMISSION - 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 the RC Application Form) (hereafter individually or collectively referred to as 'Child') according to the 'Scheme', I (that is, the undersigned with my particulars being provided in Part I of the RC Application 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 Child 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 Child 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 repeat their study in certain level and hence 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 full school fee before deduction of subsidy under the Scheme. Under special circumstances, parents may apply for extension of the validity period of the RC. Application for extension of the validity period of RC will only be considered by the Education Bureau (EDB) on a case-by-case basis for students with special 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 needs of the child and the need for the child to pursue KG education for a period longer than the normal three years.

I have read the provisions of this Undertaking and Declaration carefully and fully understood my obligations and liabilities under this Undertaking and Declaration. \*

Digital signing with "iAM Smart+ / Digital Certificate"

[Sign Here](#)

7.4 For applicant who chooses to use digital signing with “iAM Smart+”, please read the provisions of “Undertaking and Declaration” and then click “Sign Here”.

**Sign your application with "iAM Smart"**

Service Name: Application for Registration Certificate for Kindergarten Admission

Document Name: Application for Registration Certificate for Kindergarten Admission

Verification Code: **7415**

Please follow the steps below:

- Record the above information and identification code
- Open "iAM Smart" in mobile device and scan the QR code
- Check the document information and identification code in "iAM Smart" and complete the digital signing

[Continue with iAM Smart](#) Or [Back](#)

Document successfully signed

[Back to "e-Service"](#)

7.5 The system will pop up a message box about digital signature. If you choose to use digital signing with “iAM Smart+”, the system will remind you to open the "iAM Smart" App in the mobile phone. If you are going to sign digitally with the “iAM Smart” mobile app installed on the same mobile device, please note that in order to complete the application procedures after digital signing, you should click the “Back to e-Service” button at the bottom of the “Document successfully signed” page.

7.6 For applicant **who chooses to submit duly signed “Undertaking and Declaration” by post**, please submit the document (enclosed in the “Acknowledge Slip” and please download/ print it out) to the Kindergarten Administration 2 Section of Education Bureau (Address: P.O. Box 23179, Wan Chai Post Office, Hong Kong) **within 10 working days** after submission of online application to facilitate the Education Bureau in processing your applications.



## 8. Review and Confirm

### Submission Acknowledgement

Please provide your email address if you want to receive acknowledgement email for future reference:

**Email**

---

### Filled Form Record

After submission, an acknowledgement file in PDF format with transaction reference number and your filled information will be available for download. You may provide a password to protect that file:

**Password**

**Confirm Password**

\* Mandatory fields

- 8.1 Please check the inputted information before submission. You may click “Back” to make changes if necessary.
- 8.2 Please provide an e-mail address for receiving an acknowledgement.
- 8.3 After your submission of online application, the system will generate a PDF file containing the “Acknowledge Slip” and “Undertaking and Declaration”. You may set a password to protect that PDF file if necessary.
- 8.4 You may print / save the current webpage for your future reference. [right click your mouse and select “Print”]
- 8.5 If all the inputted information is correct, please press the button “Submit” for submitting the online application to the Education Bureau.

## 9. Acknowledgement

### Application for Registration Certificate for Kindergarten Admission

1) Introduction	✓
2) Part I - Particulars of Applicant	✓
3) Part II - Particulars of child(ren)	✓
4) Part III - Other Special Family Information (Applicable for child who is NOT a child of yours)	✓
5) Part IV - Language of Correspondence	✓
6) Supporting Documents	✓
7) "Undertaking and Declaration" and Digital Signing	✓
8) Review & Confirm	✓
9) Acknowledgement	

#### Submission Details

Thank you for using our e-Form service. Your submission has been received and will be forwarded to the concerned bureau, department or organisation for processing. Please quote the transaction reference number below for future communication related to this submission, including any enquiries or subsequent submission of supporting documents.

**Print / Download "Acknowledge Slip" and "Undertaking and Declaration"**  
Please **refrain from** using public computer for downloading the "Acknowledge Slip" and "Undertaking and Declaration" for the sake of personal data protection.

Applicant is required to submit the duly signed "Undertaking and Declaration" to the Kindergarten Administration 2 Section of Education Bureau (Address: P.O. Box 23179, Wan Chai Post Office, Hong Kong) **within 10 working days**

**Submission Date and Time (YYYY-MM-DD HH:MM)**  
2024-08-20 09:59

**Transaction Reference Number**  
EDB0050315T35FLK

Should you have any enquiries, please contact the respective bureau, department or organisation -For enquiries on kindergarten admission arrangements

Kindergarten Administration 2 Section  
– Education Bureau  
Hotline: 3540 6808 / 3540 6811 (Working hours: Mondays to Fridays 8:30am – 1:00pm, 2:00pm – 6:00pm, closed on Saturdays, Sundays and Public holidays)

Last Update: 2024-07-24

- 9.1 After submission, a screen of submission details is shown to inform the application has been submitted. The “Transaction Reference Number” of your application for Registration Certificate for Kindergarten Admission is used for enquiries.
- 9.2 Please click “Print / Download “Acknowledge Slip” and “Undertaking and Declaration”” to obtain relevant documents.
- 9.3 For applicants **who choose to submit duly signed “Undertaking and Declaration” by post**, please submit the document (enclosed in the “Acknowledge Slip” and please download / print it out) to the Kindergarten Administration 2 Section of Education Bureau (Address: P.O. Box 23179, Wan Chai Post Office, Hong Kong) **within 10 working days** after submission of online application to facilitate the processing of your applications by the Education Bureau, or else your application will not be processed further owing to the lack of supporting information / document.

## 10. Enquiry

If you have any enquiries, please contact the following supporting hotlines:

Type of Enquiry	Responsible Department	Contact Number	Email
Kindergarten Admission Matters	Kindergarten Administration 2 Section, Education Bureau	3540 6808 3540 6811 2892 6676 (hotline for parents of non-Chinese speaking children)  (Working hours: Mondays to Fridays 8:30am – 1:00pm, 2:00pm – 6:00pm, closed on Saturdays, Sundays and Public holidays)	<a href="mailto:edbinfo@edb.gov.hk">edbinfo@edb.gov.hk</a>