

# Application for Keeping Open

## Grant / Subsidized Schools Provident Fund Account

Please read carefully the attached Personal Information Collection Statement before completing this form. Applicants are required to provide the requested information. Applications with incomplete information may not be further processed.

Name : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Correspondence

Address : \_\_\_\_\_

\_\_\_\_\_

Tel. No. : \_\_\_\_\_

Date : \_\_\_\_\_

To : Permanent Secretary for Education  
(Attn.: \* Kowloon / Hong Kong / NT East / NT West REO)

### Application for Keeping Open \* Grant / Subsidized Schools Provident Fund Account<sup>Note1</sup> - Staff Reference No. : \_\_\_\_\_

Please be informed that I have stopped serving as a teacher in  
\_\_\_\_\_ \* College / School with effect  
from \_\_\_\_\_ (dd/mm/yyyy). In accordance with Rule 13(3) of the  
\* Grant / Subsidized Schools Provident Fund Rules, I would like to keep the above-mentioned account  
open with effect from \_\_\_\_\_ (dd/mm/yyyy) to \_\_\_\_\_  
(dd/mm/yyyy)<sup>Note2</sup> inclusive. # The reason(s) is/are \_\_\_\_\_

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<sup>Note1</sup> According to Grant/Subsidized Schools Provident Fund (G/SSPF) Rules, whenever a contributor ceases to be employed as a teacher in a grant/subsidized school, his/her account will be closed. If a contributor ceases to contribute to the G/SSPF and wishes to have his/her G/SSPF account kept open (even if the contribution is suspended for a short period), he/she should submit the application as soon as possible. In any circumstances, he/she should submit this form not later than (i) one month from the date of the first notification letter issued by the Funds Section of the EDB (for the first application); or (ii) one month from the end date of the last approval (for the application for extension). For applications by mail, the date on the postal chop will be taken as the date of application. Late applications will normally not be considered. Please refer to the EDB website (<http://www.edb.gov.hk> > School Administration and Management > Administration > About School Staff > Provident Fund > Related Information → Points to Note When a Contributor Ceases to Contribute to Provident Fund) for relevant details. If his/her account is not permitted to have kept open, no further dividend/ interests will be credited to his/her account. If no lawful claim is made within 3 years after the date on which an account was closed and subsequent to gazette notification, the amount standing to the credit of the contributor's account shall be transferred to the reserve fund.

<sup>Note2</sup> Permission for contributors to keep open the Grant/Subsidized Schools Provident Fund Account will only be given on school-year basis and in any case it will not go beyond the contributor's retirement age.

- I confirm that I have not received severance payment (SP) or long service payment (LSP) released by the above school in accordance with the Employment Ordinance (Cap. 57)<sup>Note 3</sup>.

Yours sincerely,

Signature : \_\_\_\_\_

Name in Full in  
Block Letters : \_\_\_\_\_

\* *Delete whichever is inapplicable*

- “✓” as appropriate

Kowloon REO: Podium-1/F, East Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon

Hong Kong REO: 3/F, Cityplaza 3, 14 Taikoo Wan Road, Hong Kong

NT East REO: 22<sup>nd</sup> Floor, Landmark North, 39 Lung Sum Avenue, Sheung Shui, NT

NT West REO: 19<sup>th</sup> Floor, Chinachem Tsuen Wan Plaza, 457 Castle Peak Road, Tsuen Wan, NT

# *Except for applicants from surplus teachers in the first year, please attach supporting documents to demonstrate the prospect of returning to the aided school sector as regular teachers. Use separate sheet, when necessary.*

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<sup>Note 3</sup> Schools as employers of teachers are required to release payments of SP/LSP in all cases of meeting the eligibility criteria as stipulated in Cap. 57. Regarding the eligibility for SP/LSP, please refer to the relevant chapter of the “Concise Guide to the Employment Ordinance” uploaded on the Labour Department’s webpage (<https://www.labour.gov.hk/eng/public/ConciseGuide.htm>). According to Rule 13(7) of the G/SSPF Rules, where a contributor has received SP/LSP, as the case may be, in accordance with Cap.57, and has re-commenced employment in a subsidized school or a grant school without a break in teaching service otherwise than such break as the Permanent Secretary may approve then, for the purpose of calculating the amount of the benefits payable under the Rule with respect to such re-commenced employment, no account shall be taken of any period prior to such re-commenced employment. The account of the contributor shall, for the period prior to such re-commenced employment, be treated as having been closed.

## **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 the application for keeping open Grant/Subsidized Schools Provident Fund Account or transfer of Provident Fund Account;
  - (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) and the Codes of Aid.
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 the respective Senior School Development Officer by post to the Regional Education Office at the address on the EDB website (<https://www.edb.gov.hk/en/contact-us/reo.html>) or email to [edbinfo@edb.gov.hk](mailto:edbinfo@edb.gov.hk).