

申請准許使用教育局九龍塘教育服務中心公眾用地
(適用於小一入學/中學學位分配相關活動)
**Application for Permission to Use the Public Area of the Education Bureau
Kowloon Tong Education Services Centre (KTESC)**
**(Applicable to Activities in Connection with Primary One Admission /
Secondary School Places Allocation)**

致： 教育局
[經辦人： 中心經理(九龍塘教育服務中心)]
地址： 九龍九龍塘沙福道19號
教育局九龍塘教育服務中心東座3樓E301室
行政及管理辦事處

To: Education Bureau
[Attn: Centre Manager (Kowloon Tong Education Services Centre)]
Address: Room E301, 3/F, East Block, Education Bureau
Kowloon Tong Education Services Centre
19 Suffolk Road, Kowloon Tong, Kowloon

電郵地址：
Email Address: cmktc@edb.gov.hk

傳真號碼： 電話號碼：
Fax No.: 2117 0081 Telephone No.: 3698 3111

申請人姓名： (中文) _____
Name of applicant : (English) _____

香港身份證號碼首4個字(包括字母及數字):
Hong Kong Identity Card Number _____ X X X (X)
(the first four alphanumeric characters) :

申請人代表的學校:
School represented : _____

學校聯絡號碼 (以供身份驗證) :
School Contact Number (for Verification of Identity) : _____

流動電話號碼：
Mobile Telephone Number : _____

活動日期：
Date of the Activity : _____

活動目的：
Purpose of the Activity : _____

聲明：
Declaration:

本人謹此聲明表格上所填報詳情均屬真實及正確。如本申請獲得批准，本人同意遵守教育局九龍塘教育服務中心的場地守則，以及任何其他條件。本人明白，如本人不遵守所施加的條件，則有關當局日後處理任何要求使用九龍塘教育服務中心指定範圍的申請時，會把未有遵守條件一事作為考慮因素。

I declare that the particulars entered in this form are true and accurate. If this application is granted, I hereby declare that I agree to abide by the KTESC House Rules and any other conditions imposed. I understand that if I fail to abide by the conditions imposed, such failure will be taken into account in considering any future applications for permission to use the designated area of the KTESC for any activities.

簽署：
Signature : _____

<此欄只供教育局九龍塘教育服務中心行政及管理辦事處職員填寫>
<For Administration and Management Office Staff Only>

申請編號：
Application Reference No.:

回條
Reply Slip

此申請已獲得教育局九龍塘教育服務中心行政及管理辦事處給予許可。申請人請於活動日期 () 前往教育局九龍塘教育服務中心東座地下接待處，憑此回條索取許可標籤。

This application has been approved by the Administration and Management Office of the KTESC of EDB. Applicant should go to the reception counter at the East Block of the KTESC on the event date () and present this reply slip to obtain an identification label.

申請人須知：

Notes for Applicants:

- (1) 如欲在星期一至六(公眾假期除外)上午8時至下午6時(下稱「指定時段」)使用本中心平台指定位置(下稱「指定範圍」)進行與小一入學/中學學位分配相關活動(下稱「活動」)，須以本申請表徵得教育局准許。

This application form is for seeking permission from the Education Bureau to use the open space on the podium floor of KTESC (hereunder “designated area”) on Mondays to Saturdays (except public holidays) from 8:00 a.m. to 6:00 p.m. (hereunder “designated sessions”) for activities in connection with Primary One Admission/Secondary School Places Allocation (hereunder “activities”).

- (2) 申請人請於活動舉行一星期前，以傳真、直接送遞、郵遞或電郵方式將本申請送達教育局。

This application should reach the Education Bureau one week prior to the activities, either by fax, by hand, by post or by email.

- (3) 如申請者擬在本中心指定範圍進行活動，須服從教育局發出的指示，並遵守所有現行法例及規例。

Applicant who intends to hold activities inside the designated area of the KTESC are required to comply with any direction given to them by the Education Bureau, and obey the existing laws and regulations.

- (4) 本申請不具任何豁免作用，如所舉行的活動有特別需要，仍須徵得其他有關當局的准許。

This application does not exempt the applicant from seeking permission from other related authorities where the activity so required.

- (5) 本申請表所收集的個人資料會用以處理這項申請。在有需要時，該等資料也會交予執法部門，以便就有關執法及保安措施徵詢他們的意見。申請者必須提交該等資料，否則申請將不獲處理。申請者有權取覽並更正所提交的資料。關乎這方面的要求，請向中心經理(九龍塘教育服務中心)提出(地址：九龍九龍塘沙福道19號教育局九龍塘教育服務中心東座3樓E301室行政及管理辦事處)。

The personal data collected in this application form will be used to process your application and will also be passed to law enforcement authorities on an as and when required basis to enable their advice to be sought as to law enforcement and security measures. It is obligatory to supply the data failing which your application will not be processed. You have the right to access and correct the data you have provided. Any such request should be made to Centre Manager (Kowloon Tong Education Services Centre) at Room E301, 3/F, East Block, Education Bureau, Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon.