

**CHILD CARE SERVICES ORDINANCE CAP. 243**

**APPLICATION FOR EXEMPTION FROM REGISTRATION  
OF MUTUAL HELP CHILD CARE CENTRE**

Notes for application

- (1) Please write in block letters and delete whichever inappropriate(\*)  
(2) Please send this Form to Child Care Centres Advisory Inspectorate, Unit 206, 2/F., THE HUB, 23 Yip Kan Street, Wong Chuk Hang, Hong Kong

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**Part I**

- (1) Name of representative : \* Mr/Mrs/Miss/Ms \_\_\_\_\_ (English)  
\_\_\_\_\_ (Chinese)  
\_\_\_\_\_ (Post Title)  
\_\_\_\_\_ (H.K.I.C. No.)
- (2) Name of organisation : \_\_\_\_\_ (English)  
\_\_\_\_\_ (Chinese)
- (3) Address and Tel./Fax no. of organisation : \_\_\_\_\_ (English)  
\_\_\_\_\_ (Chinese)  
Tel. no. : \_\_\_\_\_  
Fax no. : \_\_\_\_\_
- (4) Contact person : \*Mr/Mrs/Miss/Ms \_\_\_\_\_ (English)  
\_\_\_\_\_ (Chinese)
- (5) Correspondence address & Tel./Fax no. : \_\_\_\_\_  
Tel. no. : \_\_\_\_\_  
Fax no. : \_\_\_\_\_

**Part II**

With reference to Section 11B (1) of the Child Care Services Ordinance Cap. 243, I, on behalf of the organisation, hereby apply for the premises specified below for exemption from registration to be a mutual help child care centre.

- (1) Name of proposed centre : \_\_\_\_\_ (English)  
\_\_\_\_\_ (Chinese)
- (2) Full address & tel./fax. no. of proposed centre : \_\_\_\_\_ (English)  
\_\_\_\_\_ (Chinese)  
Tel. no. : \_\_\_\_\_ Fax no. : \_\_\_\_\_

### Part III

Relevant Certificates/Documents attached :

- (1) Copy of Certificate from the Director of Fire Services

Reference : \_\_\_\_\_ Date of issue : \_\_\_\_\_

- (2) Copy of Certificate from the Director of Buildings/Director of Housing/Director of Architectural Services

Reference : \_\_\_\_\_ Date of issue : \_\_\_\_\_

- (3) Copy of Work Completion Certificate (WR1 Form) plus a copy each of the Certificates of Registration of Electrical Worker and Electrical Contractor and/or\* Periodic Test Certificate (WR2 Form) for fixed electrical installation

Registration no. of electrical contractor : \_\_\_\_\_ Date of completion : \_\_\_\_\_

- (4) The Certificate of Completion or Certificate of Annual Inspection/Maintenance in duplicate for gas installation work\*, if necessary, plus a copy each of the Gas Installer Registration Card and Certificate of Registration of Gas Contractor

Registration no. of gas contractor : \_\_\_\_\_ Date of completion : \_\_\_\_\_

Signature : \_\_\_\_\_ Date : \_\_\_\_\_  
(with seal of organisation)

**Social Welfare Department**  
**Personal Information Collection Statement**  
**to Data Subject Before Collection of Personal Data**

Please read this notice before you provide any personal data<sup>1</sup> to the Social Welfare Department

**Purposes of Collection**

1. The personal data supplied by you will be used by the Social Welfare Department (SWD) and/or those non-governmental organisations (“NGOs”) which receive subventions or subsidies from or which are commissioned by SWD to provide you and/or your family members with assistance or service from SWD and/or the aforementioned NGOs which is relevant to the needs of you and/or your family members, including but not limited to monitoring and reviewing of services, handling complaints related to the services provided to you and/or your family members, conducting research and surveys, preparing statistics and discharging statutory duties. The provision of personal data to SWD is voluntary. However, if you fail to provide the personal data requested of you, we may not be able to process your application or provide assistance/service to you and/or your family members.

**Classes of Transferees**

2. The personal data you provide will be made available to persons working in SWD on a need-to-know basis. Apart from this, they may be disclosed to the parties or in the circumstances listed below for the purposes mentioned in paragraph 1 above -

- (a) Other parties such as government bureaux/departments, the Hospital Authority, NGOs and public utility companies **if** they are involved in:
  - (i) processing and/or assessing any application from you and/or your family members for the provision of service/assistance to you and/or your family members by SWD and/or the NGOs mentioned in paragraph 1 above;
  - (ii) the provision of service/assistance to you and/or your family members by SWD and/or the NGOs mentioned in paragraph 1 above; or
  - (iii) monitoring and reviewing of the services provided by SWD and/or the NGOs mentioned in paragraph 1 above or preparing statistics;
- (b) Complaint handling authorities such as the Office of the Ombudsman, the Office of the Privacy Commissioner for Personal Data, the Social Workers Registration Board, the Legislative Council, etc. if they are handling complaints about the services or assistance provided to you and/or your family members by SWD;
- (c) Where such disclosure is authorised or required by law; or
- (d) Where you have given your prescribed consent to such disclosure.

**Access to Personal Data**

3. You have the right to request access to and correction of your personal data held by SWD in accordance with the Personal Data (Privacy) Ordinance, Cap 486. A fee is charged for supplying copies of personal data. Requests for access to and correction of personal data collected by SWD should be addressed to –

Post title : Social Work Officer (Child Care Centres Advisory Inspectorate)  
Address : Unit 206, 2/F., THE HUB, 23 Yip Kan Street, Wong Chuk Hang, Hong Kong  
Tel. No. : 3184 0804

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<sup>1</sup> Under the Personal Data (Privacy) Ordinance, Cap. 486, personal data means any data –

- (a) relating directly or indirectly to a living individual;
- (b) from which it is practicable for the identity of the individual to be directly or indirectly ascertained; and
- (c) in a form in which access to or processing of the data is practicable.