

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, Room 2312, 23/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong.

Part I

- (1) Name of representative: * (English)
Mr./Mrs./Miss/Ms _____
(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 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 organization)

Notice to Data Subject Before Collection of Personal Data

Please read this notice before you provide any personal data to the Social Welfare Department

Purposes of Collection

1. The personal data supplied by you will be used by the Social Welfare Department (SWD) to provide appropriate assistance or service from SWD which is relevant to your needs, including but not limited to monitoring and review of services and conducting of research and surveys, and for discharging statutory duties. The provision of personal data to SWD is voluntary. If you do not provide sufficient personal data, we may not be able to process your application or provide assistance/service to you.

Classes of Transferees

2. The personal data you provide will be made available to persons working in the Department on a need-to-know basis. Apart from this, they may only be disclosed to the relevant parties or in the circumstances listed below -

- (a) Other parties such as government bureaux / departments, non-governmental organizations and public utility companies **if** they are involved in the assessment of application from or provision of service/assistance to you;
- (b) Where such disclosure is authorized or required by law; or
- (c) Where you have given consent to such disclosure.

Access to Personal Data

3. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance, you have a right of access to and correction of personal data held on you when the data have not been erased. However, data will usually be erased after fulfilling the purposes of collection. Your right of access under the Ordinance means the right to obtain a copy of your personal data subject to payment of a fee. Applications for access to data should be made either on application form or by a letter. Application forms for access to data are available at offices/centres of SWD.

Enquiries, Access to and Correction of Personal Data

4. Please ensure that the data you provide to SWD are accurate. If you have enquiries concerning your application for assistance/service or if there are changes in the data you provide, please contact the office which collected the data from you.

5. Requests for access to personal data collected by SWD and correction of data obtained from a data access request should be addressed to –

Post title : Social Work Officer (Child Care Centres Advisory Inspectorate)

Address : Room 2312, 23/F., Southorn Centre, 130, Hennessy Road, Wan Chai, Hong Kong

Tel. No. : 2835 2016

(Effective from 1 October 2010)