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**Education Bureau**  
**Central Resources Centre**

Podium, West Block, EDB Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon.

Tel : 3698 4437      Fax : 3586 9457

Website : <http://www.edb.gov.hk/crc>      Email : [crc@edb.gov.hk](mailto:crc@edb.gov.hk)

**Application for Borrowing Card**  
**(For School Teachers & Teaching Professionals)**

Please put a “✓” in the appropriate box:       New Application       Update Personal Information

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**Application Procedures :**

1. Applicants may submit the completed application form by post, by fax or in person.
  2. For **teachers with e-Services account**, Part A and B should duly be completed.  
For **teachers without e-Services account**, Part A, B and C should duly be completed.
  3. Accurate information should be provided.
  4. Please ensure that sufficient postage is paid to avoid unsuccessful delivery of application. Any underpaid mail items will be disposed of by the Hongkong Post.
  5. The Centre reserves the final right to approve this application.
- ※ The personal data collected by means of this Borrowing Card application will only be used to verify users' eligibility for using the Centre services and to process service requested. According to the Personal Data (Privacy) Ordinance, a user has the right to access or correct his/her personal data. For enquiries, please contact the staff of the Centre.
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**Part A To be completed by All Applicants**

<i>(Please tick as appropriate)</i>		
<input type="checkbox"/> <b>Teacher</b> <b>(with e-Services account)</b>	<input type="checkbox"/> <b>Teacher</b> <b>(without e-Services account)</b>	<input type="checkbox"/> <b>Teaching Professional</b> <b>(e.g. teaching assistant)</b>
Name in English (Surname first)	Name in Chinese	Gender
e-Services User Name <i>(if applicable)</i>		
Personal Email Address		
Serving School / Institute / University		
Tel.No. (Office)	Fax No.	Tel. No. (Mobile) / (Home)
Address of School / Institute / University		

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**Part B To be completed by All Applicants**      *(Please put a “✓” in the appropriate box.)*

- I understand and agree to observe the Borrowing Rules ([https://crc.edb.gov.hk/borrowing\\_rules.html](https://crc.edb.gov.hk/borrowing_rules.html)) set out by EDB Central Resources Centre. I shall assume full responsibility for any damage or loss of resource materials on loan to me.
- I wish / do not wish\* to receive any promotion information from EDB Central Resources Centre by email.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

\*Please delete where appropriate

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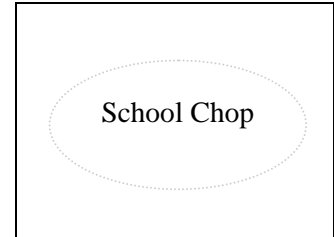
**Part C To be completed by School Head / Officer-in-charge of Organisation**  
(For teachers without e-Services account)

I certify that Mr / Ms\* \_\_\_\_\_ is a teacher / teaching professional of our school / organisation\*.

Name of School Head /  
Officer-in-charge of Organisation\* \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



\*Please delete where appropriate

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**Part D For Official Use Only**

Card No. \_\_\_\_\_ Date issued \_\_\_\_\_ Processed by \_\_\_\_\_