



SELF DECLARATION AND CONSENT FORM ON OFFENCES, WARNINGS AND FINANCIAL CAPACITY FOR KEY APPOINTMENT HOLDERS (KAH)

SECTION I: PERSONAL PARTICULARS

Name:

(Name as in NRIC/FIN/Passport)

NRIC/FIN/Passport No.:

SECTION II: DECLARATION OF OFFENCES

Please answer the following questions by ticking "Yes" or "No, as appropriate. If you are unsure on whether you have previously committed an offence, please contact the Early Childhood Development Agency (ECDA) for clarification.

- | | Yes | No |
|---|--------------------------|--------------------------|
| a) Have you ever committed any offence listed under Section 19 of the Early Childhood Development Centres Act or Third Schedule of the Early Childhood Development Centres (ECDC) Regulations 2018?
<i>(Please refer to Annex A for the offences listed in Section 19 of the ECDC Act and the Third Schedule of the ECDC Regulations.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Have you ever failed to satisfy any of the prescribed criteria in the Fifth Schedule to the ECDC Regulations, while acting or continuing to act as a Key Appointment Holder for any licensee of an ECDC, without the written consent of the Chief Licensing Officer? | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Do you have any criminal record for any criminal offence ¹ in Singapore or in any other country? | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Have you ever been charged with any criminal offence in a court of law in Singapore or in any other country, whether or not a conviction is recorded for the criminal offence ² ? | <input type="checkbox"/> | <input type="checkbox"/> |

If you indicate 'Yes' to any of the questions from (a) to (d), please provide details in the next page:

¹ The criminal offence(s) in clauses (c) and (d) refer to any offence implying such defect in character or moral turpitude which makes a person unfit to be involved in the ownership or control of an early childhood development centre. These include offences against children and young persons (such as, child abuse, child exploitation or child pornography), offences involving dishonesty or a finding that the person had acted dishonestly (such as theft, cheating, criminal breach of trust, corruption, bribery), offences involving injury to persons, drug-related offences, trafficking-related offences, sexual offences, cybercrime, and money laundering.

² For instance, an offence may have been compounded.

i) Nature of Records / Charge :

ii) The Court :

iii) Date of Conviction:

iv) Offence / Sentence / Fine Imposed:

- | | Yes | No |
|--|--------------------------|--------------------------|
| e) Have you ever been under investigation or are currently undergoing any investigation by the Police, Early Childhood Development Agency (ECDA) or other law enforcement agency in Singapore or in any other country? | <input type="checkbox"/> | <input type="checkbox"/> |
| f) Have you been involved in any court proceedings within Singapore or any other court of laws outside of Singapore? | <input type="checkbox"/> | <input type="checkbox"/> |
| g) Have any disciplinary proceedings been initiated against you by any organisation or professional body? | <input type="checkbox"/> | <input type="checkbox"/> |

If you indicate 'Yes' to any of the questions from (e) to (g), please provide details below:

i) Details of the case :

SECTION III: DECLARATION OF WARNING ISSUED

Please answer the following questions by ticking "Yes" or "No", as appropriate, If you are unsure on whether you have previously been issued a warning by ECDA or been disqualified as a KAH by ECDA, please contact ECDA for clarification.

- | Have you: | Yes | No |
|---|--------------------------|--------------------------|
| h) Ever been issued a warning letter by the Early Childhood Development Agency in the past two (2) years? | <input type="checkbox"/> | <input type="checkbox"/> |
| i) Ever been issued any warning(s) by the Police in Singapore or any other country? | <input type="checkbox"/> | <input type="checkbox"/> |

If you indicate 'Yes' to any of the questions from (h) to (i), please provide details below:

i) Details of the case :

ii) Date of warning letter :

SECTION IV: DECLARATION OF FINANCIAL CAPACITY

Please answer the following questions by ticking ✓ "Yes" or "No" as appropriate. If there are any doubts as to whether any previous incident relating to insolvency should be declared, it is your responsibility to clarify any doubts with the Early Childhood Development Agency of Singapore.

Have you:

Yes

No

a) Ever been financially embarrassed?

b) Ever been subject to any form of insolvency administration?

c) Ever been a Director or Chief Executive Officer ("key appointment holder") of a company or other body corporate that was:-

(i) declared insolvent; or

(ii) subject to external forms of insolvency-related administration,

while you were a key appointment holder of such a body corporate or within 3 years of you ceasing to act as such.

d) Are you currently an undischarged bankrupt? If yes, **you are required to produce a letter from the preschool management that they agree to your nomination as a KAH.**

If you indicate 'Yes' to any of the questions from (a) to (d), please provide details:

(i) Details of the case :

(ii) Date of the case:

SECTION V: PLEASE ACKNOWLEDGE AND SIGN

Please acknowledge by ticking ✓ the following boxes.

- I understand that the above information (“my Personal Information”) and any additional documents attached will be provided to the Chief Licensing Officer (CLO), as represented by ECDA, for the purpose of assessing my appointment to act or continue to act as a KAH at an ECDC.³
- I allow the CLO to collect, share and use my Personal Information for the purposes mentioned in box 1.
- I hereby give my consent to the relevant agencies to obtain and verify information from or with any source (including third parties) as may be deemed appropriate for the purposes of assessing my appointment and for periodic checks thereafter.
- I understand that I may not be granted approval by the CLO to act or continue to act as a KAH in an ECDC should this form contain any false or inaccurate or incomplete information.
- I declare that the information and any additional documents attached given by me in this form are true and correct to the best of my knowledge. I have not wilfully suppressed any material fact.
- I accept that if any of the information given by me in this application is in anyway false or incorrect, I may be liable to criminal prosecution if I have stated any information which I know to be false or do not believe to be true.

By signing below, I hereby certify that I have read and understood all of the clauses above and that I agree to all of them.

Name of Applicant	Signature	Date
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³ Section 2 of the ECDC Act states that a “Key appointment holder”, in relation to an applicant or a licensee –

- (a) that is a company, limited liability partnership or other body corporate, means –
 - (i) a member of the board of directors or committee or board of trustees or other governing board of the applicant or licensee (as the case may be); and
 - (ii) any other person, by whatever name called, who has general management or supervision of the business of the early childhood development centre to which the application or licence (as the case may be) relates;

EARLY CHILDHOOD DEVELOPMENT CENTRES ACT

Section 19.—(1) Despite the provisions of any other written law, a person must not, without the written consent of the Chief Licensing Officer, act or continue to act as a key appointment holder for any licensee of an early childhood development centre if —

- (a) the person is convicted of an offence under this Act;
- (b) the person is convicted, whether in Singapore or elsewhere, of an offence involving dishonesty or the conviction for which involved a finding that the person had acted dishonestly;
- (c) the person is convicted of a prescribed offence, whether the offence was committed before, on or after the date the offence is prescribed;
- (d) the person is or has been a director of, or directly concerned in the management of —
 - (i) an early childhood development centre for which a licence has been refused or is revoked;
 - (ii) a child care centre for which a licence under the repealed Act was, under that Act, refused or revoked;
 - or
 - (iii) a kindergarten for which registration under the Education Act (Cap. 87) has been refused or cancelled;
- (e) the person is a teacher whose registration under the Education Act has been cancelled;
- (f) the person was prohibited under the repealed Act from being employed at a child care centre;
- (g) the person has, under this Act, been refused approval to be deployed at an early childhood development centre or has had his or her approval cancelled (except where the cancellation is due to the centre ceasing to exist); or
- (h) the person does not satisfy any of the prescribed criteria for a key appointment holder of a licensee.

EARLY CHILDHOOD DEVELOPMENT CENTRES REGULATIONS 2018

Disqualification of key appointment holders

- 12.—(1) For the purposes of section 19(1)(c) of the Act, the offences are as specified in the Third Schedule.
(2) For the purposes of section 19(1)(h) of the Act, the prescribed criteria are as specified in the Fifth Schedule.

THIRD SCHEDULE

OFFENCES

1. Any offence under Part II of the Children and Young Persons Act (Cap. 38)
2. Any offence under Part XI of the Women’s Charter (Cap. 353)
3. Any offence under Chapter XVI or XXII of the Penal Code (Cap. 224)
- 3A. The abetment of any offence that is specified in this Schedule and committed on or after 1 July 2022.
- 3B. The offence under section 420 of the Penal Code 1871 that is committed on or after 1 July 2022.
4. Any offence under the repealed Act
5. Any offence under Part I, IV, V, X or XIII of the Education Act (Cap. 87)
6. Any offence under ----
 - (a) Part V, VA, VI, VII, VIII, IX or X of the Bankruptcy Act (Cap. 20)
 - (b) Any offence under Part III, IIIA, IV, V or VI of the Building Control Act (Cap. 29)
 - (c) Any offence under Part I, II or VII of the Central Provident Fund Act (Cap. 36)
 - (d) Any offence under Part III, IV, VI, VIII or IX of the Charities Act (Cap. 37)
 - (e) Any offence under Part III or IV of the Child Development Co-Savings Act (Cap. 38A)
 - (f) Any offence under Part I, II, III, V, VI, VIIIA, IX, X, XA, XI, XIA or XII of the Companies Act (Cap. 50).
 - (g) Any offence under Part II, III, IV, VIII, IX, X, XII, XIII, XIV, XV or XVA of the Employment Act (Cap 91).
 - (h) Any offence under Part II, IV or V of the Employment of Foreign Manpower Act (Cap. 91A)
 - (i) Any offence under Part III, VI, IXA, X, XI or XII of the Environmental Public Health Act (Cap. 95)
 - (j) Any offence under Part I, II, III, IV, VI or VII of the Fire Safety Act (Cap. 109A)
 - (k) Any offence under Part IV, V, VI, VII, IX or X of the Workplace Safety and Health Act (Cap. 354A)

FIFTH SCHEDULE

PRESCRIBED CRITERIA FOR KEY APPOINTMENT HOLDER

1. Whether the person has contravened any provision of the Act or is undergoing any investigation for any contravention of the Act or any regulations made under the Act.
2. Whether the person has previously been subject to or is currently subject to criminal proceedings for any contravention under the Act or any regulations made under the Act.
3. Whether the person is medically unfit.
4. Whether —
 - (a) where the person is an individual, the person had been adjudicated bankrupt in Singapore or elsewhere; or
 - (b) where the person is a body corporate —
 - (i) a winding up order has been made or a resolution for a voluntary winding up has been passed with respect to the person; or
 - (ii) any other insolvency proceedings have been commenced against the person in Singapore or elsewhere.
5. Whether the person has been a director or chief executive officer of a company, or had held an equivalent position in any other body corporate that had been subject to any insolvency proceedings in Singapore or elsewhere.
6. Whether the person has previously received a warning letter issued under regulation 17(2) or 25(10) of the revoked Child Care Centres Regulations, or breached any provision of the Education Act or the repealed Act, or any regulations made under any of those Acts.
7. Whether the person has failed to comply with a request made under section 53(4) of the Education Act by the Director-General of Education or an officer empowered under section 5 of that Act to —
 - (a) produce for the Director-General's or officer's inspection any document in the person's possession or under the person's control which relates to the management or teaching or pupil activities of a school;
 - (b) provide such information relating to the management or teaching or pupil activities of a school as the Director-General or officer may demand and which it is within the power of the person to furnish; or
 - (c) in the case of a teacher, produce for inspection the teacher's certificate of registration or the teacher's authority or permit to teach under the Education Act.

8. Whether the person has failed to comply with a notice in writing made by the Director-General under section 54(1) of the Education Act directing the person to take within a time stated in the notice such measures as are specified in the notice for the purpose of complying with any provision of that Act or any regulations made under that Act, or to enable that a school may be properly or efficiently conducted.

9. Whether the person has prevented or obstructed the Director of Social welfare or any officer authorised by the Director in the execution of the Director's or officer's powers mentioned in section 13(1) of the repealed Act, or refused to produce any book, document or other article upon being required under that provision.

10. Whether the person has failed to comply with the directions in a notice in writing made by the Director of SocialWelfare under section 14(1) of the repealed Act that concerns a licensed child care centre to ensure that —

- (a) the child care centre is operated and managed satisfactorily;
- (b) the welfare of the children attending it is promoted in a proper manner; and
- (c) the provisions of the repealed Act are complied with.

11. Whether the person has failed to comply with a request by the Chief Licensing Officer or any authorised officer for the person to —

- (a) provide a document, material or thing or furnish any information as required under section 37 of the Act; or
- (b) attend before the Chief Licensing Officer as required under section 37 of the Act.