

Briefing Session on School Registration
(To be conducted in Cantonese)

To facilitate potential applicants in applying for registration of a school, the following briefing session on school registration will be conducted. The briefing session will also introduce the launch of Electronic School Registration Certificate. Those who would like to attend the briefing session may complete the reply slip below and return it by fax at **2573 3459** or by email to **sr@edb.gov.hk**.

Date	Venue	Time
23 May 2024 (Thursday)	Room 1419A & B, 14/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong	3:30 - 5:00 p.m.

2. Arrangement for those wishing to participate in the above briefing session will be made on a first-come-first-served basis. In the event of over-subscription, staff of the School Registration and Compliance Section will inform the contact person by email. Those enrolled are reminded to attend the briefing session on time.

3. Attendees are advised to download the relevant "Guidelines for Registration of a New School" and the related forms from our website <http://www.edb.gov.hk> (path: Home > School Administration and Management > School Registration) for reference.

4. For enquiries, please contact us at 2186 6434.

School Registration and Compliance Section
Education Bureau

To : School Registration and Compliance Section, Education Bureau

Reply Slip

*We / I would like to attend the briefing session on school registration held on 23 May 2024.
The following is *our / my information:

Name(s): _____ , _____ , _____

Name of Company/Organisation
(if applicable) : _____

Telephone No. : _____

Email address : _____

Name of Contact Person : _____

Signature of Contact Person : _____

Date : _____

* Please delete as appropriate