

Apart from submitting primary one applications and checking results, parents who have registered as users of "POA e-Platform" and bound their accounts with "iAM Smart +" mobile application can submit the application of Transfer of School Net through the e-Platform.

Points to Note

- (1) For the Account Activation and Login Procedures, please refer to Parent Guide (3) (EDB website link: EDB website > Education System and Policy > Primary and Secondary Education > School Places Allocation Systems > Primary One Admission System > Primary One Application e-Platform > (III) Account Activation and Login Procedures > Pamphlet). If parents apply for Transfer of School Net due to change of address, please contact School Places Allocation Section in advance for the procedures through the following hotlines:

2832 7610	2832 7635
2832 7700	2832 7659

- (2) Please prepare one of the following address proof documents before the application:

Acceptable Hong Kong residential address proof documents include stamped tenancy agreement, demand note for rates and/or government rent, tenancy agreement or tenant's rent card issued by the public housing authorities, residential telephone bill, and the bills from various utility companies, like Towngas, HK Electric Company Ltd., Water Supplies Department, etc. Other documents such as bank statements, mobile phone bills, court summons and tax demand notes will not be accepted. The applicant child's residential address should be the applicant child's only or principal place of residence in Hong Kong, i.e. a dwelling place at which the applicant child resides and which constitutes his / her sole or main home.

- (3) To efficiently handle a large number of applications, each login to ePOA is limited to 30 minutes. Please complete the application procedures within 30 minutes. If necessary, parents may use the "Save as draft" function and continue the application at the next login.
- (4) Please note that successful submission does not mean that your application has been approved. EDB may request you to submit other supplementary documents in order to process your application, if necessary.
- (5) If parents login to the "POA e-Platform" directly through "iAM Smart" mobile app, they must set Chrome as their default browser for Android devices, or set Safari as their default browser for iOS devices (Non-Private Mode).

ePOA Transfer of School Net Procedures

1

Step 1: Login ePOA Platform

- Login "POA e-Platform". Then, click "Transfer of School Net" on the left menu.

Desktop Computer Interface

The screenshot displays the ePOA Desktop Computer Interface. On the left is a navigation menu with the following items:

- POA Application
 - For Discretionary Place (OPEN)
 - For Central Allocation
- Discretionary Place
 - Result Release (OPEN)
- Central Allocation
 - Choice of Schools (OPEN)
 - Result Release
- Other Applications
 - Transfer of School Net (OPEN)** (highlighted with a purple box)
 - Change of Personal Particulars (OPEN)

The main content area features three large teal cards representing the application process flow:

- POA Application**: For Discretionary Place, Only for Central Allocation. Status: SUBMITTED.
- Discretionary Place**: Result Release. Status: VIEW.
- Central Allocation**: Choice of Schools, Result Release. Status: SUBMITTED, NOT YET RELEASED.

Below the cards are sections for "Latest News & Updates" and "Useful Links".

Latest News & Updates

Useful Links

- Information Leaflet on "Primary One Admission for September 2024"
- Primary School Profiles
- Video on "Primary One Admission System"
- PowerPoint on "Primary One Admission" for Parents (Chinese version only)
- Powerpoint on Education Support for NCS Students
- PowerPoint on "Primary One Admission" for Kindergartens Principals and Teachers (Chinese version only)
- Report on Primary One Admission 2022
- Powerpoint on "Primary One Admission" for Parents of Non-Chinese Speaking (NCS) Students

2

Step 2: Click “Transfer of School Net”

- Click “Apply Now” at the page “Application for Transfer of School Net”.

Computer Interface

ePOA

POA e-Platform
Primary One
Admission 2024

Applicant child
CHAN SIU MING
POA Application No. 28736125

POA Application

For Discretionary Place **OPEN**

For Central Allocation

Discretionary Place

Result Release

Central Allocation

Choice of Schools **OPEN**

Result Release

Other Applications

Transfer of School Net **OPEN**

Change of Personal Particulars **OPEN**

Application for Transfer of School Net

If you need to transfer the school net due to the change of residential address, please contact the School Places Allocation Section at (852) 2832 7700 regarding the relevant procedures before submission.



POA Applicant Child's Data Modification Form

Transfer of School Net

Apply Now

3

Step 3: Input New Applicant Child's Personal Particulars

- Applicant Child and Parent / Guardian's Particulars are pre-filled by ePOA.
- Parent / Guardian must provide contact phone number(s) and choose the relationship with Applicant Child.
- Click "Next" to proceed.

Computer Interface

Part A: Applicant Child's Particulars

Name (in English)

CHAN SIU MING

Name (in Chinese)

陳小明

Document Type

00 Hong Kong Birth Certificate

Document No.

Part B: Parent / Guardian's Particulars

Name (in English)

CHAN TAI MAN

Name (in Chinese)

陳大文

Document Type

01 Hong Kong Identity Card

Document No.

Home Tel. No.

Enter Home Tel. No. here...

Daytime Contact Tel. No. / Mobile Phone

Relationship with Applicant Child

Father

Next >

- 4 Step 4: Input New Correspondence Address**
- Input the new correspondence address, and then click “Next”.

Computer Interface

New Correspondence Address

Preferred Language of Address

English Chinese

Flat

10

Floor

10

Block

Enter Block here...

Building Name

TESTING MANSION

Estate / Village

Enter Estate / Village here...

No. and Street Name

1 TESTING STREET

Area

Hong Kong Kowloon New Territories Mainland China / Others

District

CENTRAL & WESTERN DISTRICT

New Residential Address

Same as new correspondence address

Different from new correspondence address

Next >

5 Step 5: Select New School Net

- Select the new School Net for the applicant child.
- Choose whether to give up the discretionary place offered to the applicant child. Input the date of residing at the new address and upload supporting document(s) for New Residential Address.
- Click “Next” to proceed.
- Please note that, if parents submit the Transfer of School Net application at this stage, the application will only be processed according to the **Post Central Allocation procedures**.

Desktop Computer Interface

For the reason of my change of residential address, I wish to apply for transfer of POA school net

To New School Net

D2

Applicant Child who intends to commute daily to schools in Hong Kong

I also wish to

(1) give up the discretionary place offered to the applicant child in the following school. (if applicable)

D2 - 529192 - HUMBLE PRIMARY SCHOOL

(2) take part in the Central Allocation.

I declare that CHAN SIU MING and I

have been residing at the new address since

07/03/2024

will move to the new address on

I certify that all the information submitted to the Education Bureau is true and accurate. I understand that if I give any false information, the applicant child's application for admission to primary one will be rendered void and the school place allocated will be forfeited.

Upload Supporting Document(s) for New Residential Address

Choose File

1 file uploaded

Testing.pdf

0.10mb



- ⓘ Maximum 20mb of total files uploaded (0.10MB/20mb used)
- ⓘ Accept PDF and Image file only

Next >

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Step 6: Confirm the Information Provided for Transfer of School Net

- Please double check and confirm the information provided for Transfer of School Net. Read and acknowledge the relevant statements, and then click "Signing with iAM Smart".

Desktop Computer Interface

Application for Transfer of School Net

1 Applicant Child's Particulars 2 Addresses 3 Declaration **4 Confirmation**


POA Application No. 28736125

Part A: Applicant Child's Particulars

Name (in English) CHAN SIU MING
Name (in Chinese) 陳小明
Document Type 00 Hong Kong Birth Certificate
Document No.

- I have read and acknowledged the [Points to Note](#) and [Personal Information Collection Statement](#).
- I confirm the correctness of all the above information provided in the supporting document(s) uploaded for the new residential address.

Signature of Parent / Guardian

 Signing with iAM Smart

[More Info >](#)

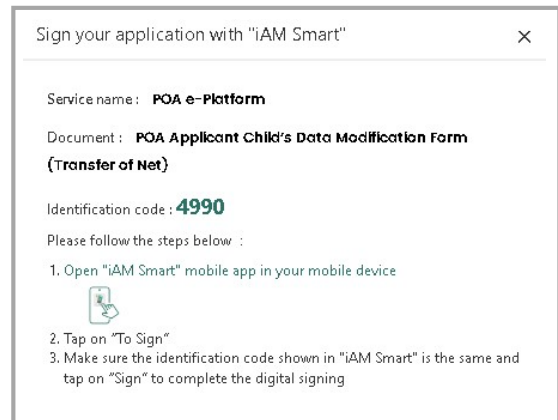
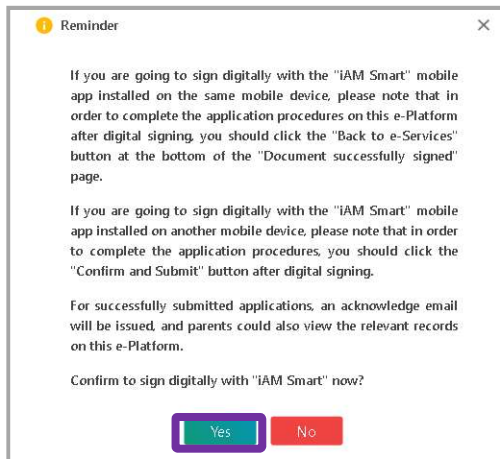
7

Step 7: Sign with "iAM Smart+"

- Please note that successful submission of application does not mean that your application has been approved. EDB may request you to submit other supplementary documents to process your application, if necessary.

Computer Interface

- The system will pop up a message box about the digital signature. After confirmation, the system will remind parents to open the "iAM Smart" App in the mobile phone.
- If you are going to sign digitally with the "iAM Smart" mobile app installed in the same mobile device, please note that in order to complete the application on this e-Platform, after digital signing, you should click the "Back to e-Services" button at the bottom of the "Document successfully signed" page.



Smartphone Interface

- Open the "iAM Smart" App in the mobile phone, and then click "Sign" to proceed.

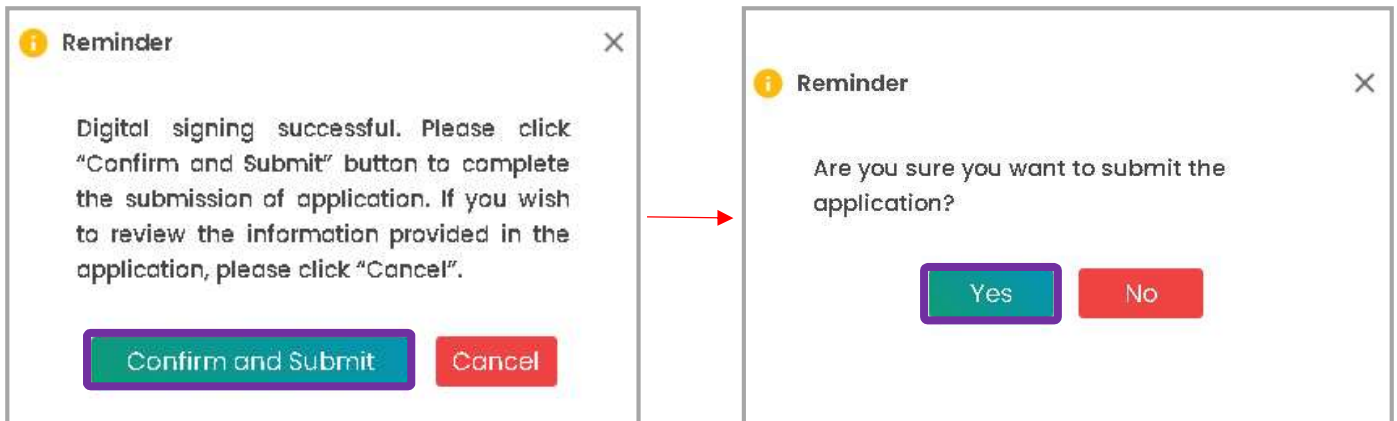


8

Step 8: Confirm and Submit the Application

- The System will remind parents that the application is signed successfully. Click "Confirm and Submit" to submit the application.

Desktop Computer Interface



- After confirmation, the System will pop up a message box to inform parents that the application has been submitted.
- Please note that successful submission of application does not mean that your application has been approved. EDB may request you to submit other supplementary documents to process your application, if necessary.

Computer Interface

epoa.edb.gov.hk says

Your application is submitted

OK

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Step 9: View the Transfer of School Net Application

- Parents can view the Transfer of School Net application information and download the related information via e-Platform for retention.

Computer Interface

Application for Transfer of School Net

Application Record	Status	Date Submitted	Approval Status
POA Applicant Child's Data Modification Form (Transfer of Net)	SUBMITTED	11.03.2024 09:53:15	Processing

 Please contact EDB if you would like to amend your submitted application.

Application for Transfer of School Net

Submitted Record

Date Submitted 11.03.2024 09:53:15

 Download

POA Application No. 28736125

Part A: Applicant Child's Particulars

Name (in English) CHAN SIU MING
Name (in Chinese) 陳小明
Document Type 00 Hong Kong Birth Certificate
Document No.

10 Step 10: Download the Transfer of School Net Application

- Click "Download" and view the PDF file of the Submitted Application.

Desktop Computer Interface

Application for Transfer of School Net

Submitted Record

Date Submitted 11.03.2024 09:53:15

Download

小一人學申請編號 POA Application No. 28736125	教育局 Education Bureau 小一人學申請兒童資料更新表格 (轉換校網) POA Applicant Child's Data Modification Form (Transfer of Net)	新住址所屬 小一學校網編號 POA School Net No. of New Home Address	02
(甲)：申請兒童資料 Part A: Applicant Child's Particulars			
姓名 (中文)	陳小明		
Name (in English)	CHAN SIU MING		
證件編號 Document No.			
證件類別 Document Type	00 香港出生證明書 00 Hong Kong Birth Certificate		
新通訊地址 New Correspondence Address	室 Flat	10	樓 Floor 10 座 Block
大廈名稱 Building Name	TESTING MANSION		
屋邨 / 村名稱 Estate / Village			
街道名稱及號數 No. and Street Name	1 TESTING STREET		
區 District	中西區 CENTRAL & WESTERN DISTRICT	香港 HK	
新居住地址 New Residential Address	與新通訊地址相同 Same as New Correspondence Address		

11 Step 11: Receive Application Confirmation Email

- Parents will receive the application confirmation email in their personal email boxes.

Desktop Computer Interface

遞交轉換學校網申請 / Submission of Application for School Net Transfer

To Parent / Guardian:

The Application for School Net Transfer of Applicant Child (POA Application Number: 28736125) is submitted via ePOA.

For enquiries, please contact the School Places Allocation Section of the EDB at 2832 7700 or 2832 7740.

School Places Allocation Section, Education Bureau

(Please do not reply to this e-mail as it comes from an automated mailbox.)

12 Step 12: Receive Confirmation Email of Being Accepted / Rejected the Application

- Parents will receive the confirmation email of being accepted / rejected the application in their personal email boxes.

Computer Interface

接納轉換學校網申請 / Application for School Net Transfer Accepted

To Parent / Guardian:

Application for school net transfer of Applicant Child (POA No.:28736125) had been accepted.

For enquiries, please contact the School Places Allocation Section of the EDB at 2832 7700 or 2832 7740.

School Places Allocation Section, Education Bureau

(Please do not reply to this e-mail as it comes from an automated mailbox.)

Computer Interface

不接納轉換學校網申請 / Application for School Net Transfer Rejected

To Parent / Guardian:

Application for school net transfer of Applicant Child (POA No.:28736125) had been rejected.

For enquiries, please contact the School Places Allocation Section of the EDB at 2832 7700 or 2832 7740.

School Places Allocation Section, Education Bureau

(Please do not reply to this e-mail as it comes from an automated mailbox.)

*The user interface of the relevant POA e-platform is for reference only.
(The interface may be different subject to the modifications due to system developments.)

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Parents may refer to the "iAM Smart" website about the registration methods of "iAM Smart" / "iAM Smart +".

Link: <https://www.iamsmart.gov.hk/en/reg.html> or scan the QR code on the right.



"iAM Smart" Homepage
<https://www.iamsmart.gov.hk/en/>
or scan the QR code on the left

POA e-Platform Homepage
<https://epoa.edb.gov.hk>
or scan the QR code on the right

