

## Frequently Asked Questions on Electronic Certificates of Registration of a School

Question 1:	What is an electronic Certificate of Registration of a School?
Answer 1:	<p>The Education Bureau (EDB) would process the applications for school registration<sup>#</sup> in accordance with the relevant provisions and requirements of the Education Ordinance (Cap. 279) and Education Regulations (Cap. 279A), as well as prevailing guidelines. Once the school’s application for registration is approved, the EDB would issue the <b>Certificate of Provisional Registration</b> according to section 15 of Cap. 279. The schools may commence operation after obtaining the Certificate of Provisional Registration. Upon its full compliance with health requirements and requirements on school managements, etc., the EDB would register the schools pursuant to section 13 of Cap. 279 and hence issue a <b>Certificate of Registration</b> to them.</p> <p>Electronic school registration certificates refer to the aforementioned certificates in electronic forms. In line with the Government’s policy objective of digitalization of public services, starting from 1 July 2024, <b>Certificate of Provisional Registration</b> and <b>Certificate of Registration</b> issued by the EDB will adopt a digital signature and embed an e-Proof, to replace the existing manually signed or stamped paper certificates. In other words, once the application for school registration is approved, the EDB will issue the electronic file of Certificate of Registration [in “portable document format” (PDF)] to the school supervisor by email.</p> <p><i># For details of application of school registration, please refer to the EDB website as follows- <a href="https://www.edb.gov.hk/en/sch-admin/sch-registration/about-sch-registration/index.html">https://www.edb.gov.hk/en/sch-admin/sch-registration/about-sch-registration/index.html</a></i></p>

Question 2:	When will the electronic school registration certificates be launched?
Answer 2:	<p>With effect from 1 July 2024, newly issued certificates of provisional registration and school registration will be in electronic form with adoption of digital signature and ‘e-Proof’, to replace the existing manually signed or stamped paper certificates. For schools with paper certificates, a replacement exercise for school registration certificates will be conducted <b>in phases</b> from September 2024 with details as follows-</p>

	Phase I (9/2024 to 12/2024) :	Kindergartens joining the Kindergarten Education Scheme
	Phase II (1/2025 to 2/2025) :	Aided schools; Caput schools; and Direct Subsidy Scheme schools
	Phase III (3/2025 to 6/2025) :	Private schools offering non-formal curriculum (such as tutorial schools) in Hong Kong Island and the New Territories West
	Phase IV (7/2025 to 10/2025) :	Private schools offering non-formal curriculum (such as tutorial schools) in Kowloon and the New Territories East
	Phase V (11/2025 to 1/2026) :	Kindergartens NOT joining the Kindergarten Education Scheme; Private primary schools; Private secondary schools; and Schools offering post-secondary education

Question 3:	Are there any difference(s) between the electronic certificates and hardcopy certificates for school registration?
Answer 3:	<p>The electronic certificates for school registration possess the same legal status as the paper certificates. Both certificates contain the same information, i.e. registration number, registered name, its premise address(es), date of issue, period of validity<sup>#</sup> and signature of the responsible officer of the EDB.</p> <p><i># only applicable to Certificate of Provisional Registration</i></p> <p>The main difference is that the electronic Certificate of Provisional Registration and Certificate of Registration will embed an e-Proof. Each electronic certificate will contain an e-Proof QR code and a digital signature of the responsible EDB officer. The existing paper certificates are manually signed or stamped. By accessing the website of ‘e-Proof’ [<a href="https://www.eproof.gov.hk">https://www.eproof.gov.hk</a>] and scanning the QR code through browsers on the mobile device, the general public can verify the validity of electronic certificates. The results of verification will be ‘verified’, ‘expired’ or ‘revoked e-Proof document’.</p>

	Sample of electronic school registration certificates is provided at the EDB website [ <a href="https://www.edb.gov.hk/en/sch-admin/sch-registration/about-sch-registration/e_licensing.html">https://www.edb.gov.hk/en/sch-admin/sch-registration/about-sch-registration/e_licensing.html</a> ] for reference.
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Question 4:	How to get the electronic certificate for school registration?
Answer 4:	<p>With respect to the implementation plan of e-licensing, the school supervisor will receive the notification message from the EDB, regardless of whether the school is registered or applying for registration. To put it simply, aided schools, caput schools, Direct Subsidy Scheme schools, private secondary schools, private primary schools and kindergartens would receive the respective electronic certificates (in PDF format) by the ‘Fast Information Transmission System – School Messaging Module<sup>§</sup>’ of EDB. For the remaining schools, a valid email address and mobile phone number provided by the school supervisor would enable us to issue the respective electronic certificate by email and if wished, send SMS message to notify the school supervisor.</p> <p>Upon receipt of the electronic certificates for school registration, schools are required to return the paper certificates to School Registration and Compliance Section of EDB (Office Address: 28/F, E-Trade Plaza, 24 Lee Chung Street, Chai Wan, Hong Kong).</p> <p><i>§ School users are required to login the Common Log-on System of EDB first by accessing the website: <a href="https://clo.edb.gov.hk">https://clo.edb.gov.hk</a></i></p>

Question 5:	Do the schools need to display the printed copy of electronic certificates? In case schools cannot print by themselves, what should they do?
Answer 5:	<p>According to Section 18 (2) of the Education Ordinance (Cap. 279), the management authority of a school shall exhibit the certificate or a copy issued by the EDB at all times in a conspicuous place in each of the premises specified in the certificate. To comply with the statutory requirement, the schools have to download and print the electronic certificate of school registration. Then the printed copies or photocopies shall be displayed. For details of the printing specifications, please visit the EDB website at <a href="https://www.edb.gov.hk/en/sch-admin/sch-registration/about-sch-registration/e_licensing.html">https://www.edb.gov.hk/en/sch-admin/sch-registration/about-sch-registration/e_licensing.html</a>.</p> <p>Alternatively, the schools might display the electronic certificates</p>

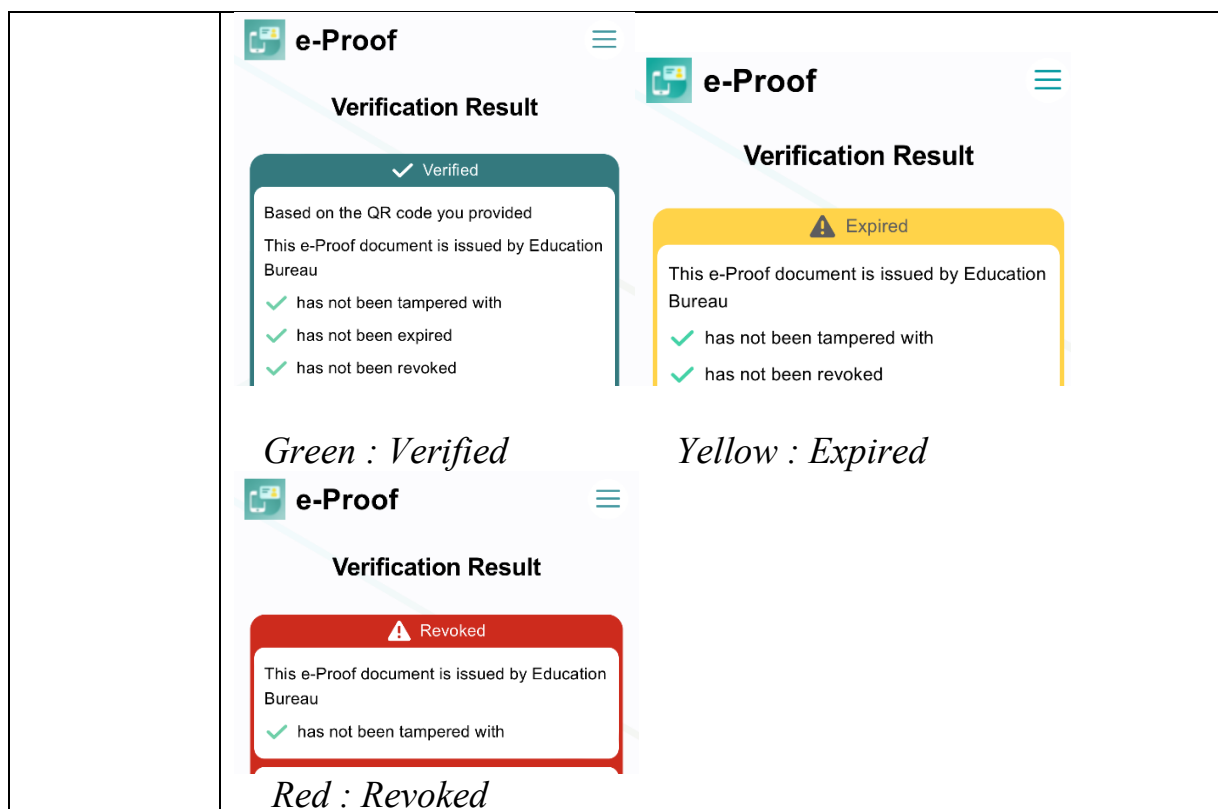
	<p>through digital device while the screen should not be less than 210 x 297 mm (A4 size).</p> <p>In case schools cannot print the certificates by themselves, they might contact the officer(s) of School Registration and Compliance Section on 2168 6420 and then collect one printed copy in person at our office (Address: 28/F, E-Trade Plaza, 24 Lee Chung Street, Chai Wan, Hong Kong).</p>
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Question 6:	Are registered schools required to apply for its replacement for school registration certificates, i.e. paper certificates to be replaced by electronic certificates?
Answer 6:	<p>Starting from September 2024, the EDB will conduct a replacement exercise for school registration certificates <b>in phases</b> in which registered schools, except closed schools, will obtain its electronic certificate <b>at no cost</b>. For the schedule of replacement exercise, please refer to Question 2. Therefore, registered schools are NOT required to make any applications to the EDB. They will receive written notification about the arrangement for replacement exercise in due course. To put it simply, aided schools, caput schools, Direct Subsidy Scheme schools, private secondary schools, private primary schools and kindergartens would receive the respective electronic certificates (in PDF format) by the ‘Fast Information Transmission System – School Messaging Module<sup>§</sup>’ of EDB. For the remaining schools, a valid email address and mobile phone number provided by the school supervisor would enable us to issue the respective electronic certificate by email and thus send SMS message to notify the school supervisor. Upon receipt of the electronic certificates for school registration, schools are required to return the paper certificates to School Registration and Compliance Section of EDB (Office Address: 28/F, E-Trade Plaza, 24 Lee Chung Street, Chai Wan, Hong Kong).</p> <p><i>§ School users are required to login the ‘Common Log-on System’ of EDB in the first instance by accessing the website: <a href="https://clo.edb.gov.hk">https://clo.edb.gov.hk</a></i></p>

Question 7:	Why registered schools shall replace their school registration certificates, i.e. paper certificates to be replaced by electronic certificates?
Answer 7:	The launch of e-licensing for school registration could provide more convenient digital services to the public and sector. If registered schools would like to amend the registration

	<p>information, say change of school name, they could receive the amended certificate for school registration by email once approved. There is no need for the schools concerned to collect the amended certificate in person at the EDB office, which would offer greater convenience. On the other hand, before enrolling for the course, the parents / public could access the ‘e-Proof’ website of OGCIIO [<a href="https://www.eproof.gov.hk">https://www.eproof.gov.hk</a>] and scan the QR code through mobile device in order to check the validity of electronic certificates.</p> <p>Starting from September 2024, the EDB will thus conduct a replacement exercise for school registration certificates <b>in phases</b> in which registered schools, except closed schools, will obtain its electronic certificate at no cost. This could enable the education services to keep abreast of the times and further enhance the operation effectiveness, which would offer greater convenience to the public and sector.</p>
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Question 8:	How to verify the information specified on the electronic certificate for school registration?
Answer 8:	<p>By accessing the website of ‘e-Proof’ [<a href="https://www.eproof.gov.hk">https://www.eproof.gov.hk</a>] and scanning the QR through browsers on the mobile device, the general public can verify the validity of electronic certificates. The results of verification will be ‘verified’, ‘expired’ or ‘revoked e-Proof document’.</p> <p>If the results are ‘verified’, school number, registered name and address will be displayed on the mobile device. The school’s e-Certificate will also be displayed once scroll down. As such, the public might ascertain whether the concerned school has been registered.</p> <p>Besides, to verify whether the school is registered, the public might check the list of registered schools under the ‘School Lists (By District)’ on the EDB website or make use of the search engine (Path: <a href="http://www.edb.gov.hk">www.edb.gov.hk</a> &gt; Students and Parents Related &gt; School Information &gt; School Information Search &amp; School Lists).</p> <p><i>Verification results via mobile phone are as follows-</i></p>



Question 9:	How can I know whether a school is registered?
Answer 9:	<p>The Education Ordinance requires schools to exhibit the certificates of registration at prominent places in each of the school premises. Therefore, the general public can verify the validity of electronic certificates by accessing the website of ‘e-Proof’ [<a href="https://www.eproof.gov.hk">https://www.eproof.gov.hk</a>] and scanning the QR through browsers on the mobile device. The results of verification will be ‘verified’, ‘expired’ or ‘revoked’.</p> <p>If the results are ‘verified’, school number, registered name and address will be displayed on the mobile device. The school’s e-Certificate will also be displayed once scroll down. As such, the public might ascertain whether the concerned school has been registered.</p> <p>Besides, to verify whether the school is registered, the public might check the list of registered schools under the ‘School Lists (By District)’ on the EDB website or make use of the search engine (Path: <a href="http://www.edb.gov.hk">www.edb.gov.hk</a> &gt; Students and Parents Related &gt; School Information &gt; School Information Search &amp; School Lists).</p>

	For enquiries on the registration status of individual school, you might also contact the School Registration and Compliance Section on 2186 6420.
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Question10:	What if the schools miss the corresponding phase for replacing their school registration certificates with electronic certificates?
Answer 10:	The EDB provides <b>complimentary</b> electronic certificates for school registration for registered schools to replace their paper registration certificates for the period from September 2024 to January 2026. If schools missed the corresponding deadline for replacement, please contact us as soon as possible (by phone: 2186 6420 or by email : sr@edb.gov.hk)

Question11:	What if schools received the SMS message by mobile phone but have not received any electronic certificates and/or related email?
Answer 11:	Please contact us as soon as possible (by phone: 2186 6420 or by email : sr@edb.gov.hk).

Question12:	Can registered schools choose to use the paper certificates and not replace with electronic certificates?
Answer 12:	The launch of e-licensing for school registration could provide more convenient digital services to the public and sector. We encourage schools to keep abreast of times. If registered schools replace their certificates for school registration for the replacement period (i.e. September 2024 to January 2026), then the replacement fee of \$125 would be waived.

Question13:	How to re-obtain the electronic certificates which are lost or deleted accidentally?
Answer 13:	If schools loses its certificates for school registration, schools might retrieve the electronic certificates from archive record and then print by themselves. In case there is no archive record or the electronic certificates are deleted accidentally, schools shall submit an application to School Registration and Compliance Section for a replacement. Under the circumstance, a replacement fee of \$125 would be charged for this application.

Question14:	What if the school supervisor of a tutorial school has been changed?
Answer 14:	Please contact us (by phone: 2186 6420 or by email: sr@edb.gov.hk) and provide us with the email address and mobile phone number of school supervisor for receiving our email and SMS messages and for future communication.

Question15:	Other than scanning the QR code on the electronic Certificate of Registration of a School and checking through the ‘e-Proof’ website, how to know whether a school is registered under Cap. 279?
Answer 15:	All along, the general public might check the list of registered schools under the ‘School Lists (By District)’ on the EDB website or make use of the search engine (Path: <a href="http://www.edb.gov.hk">www.edb.gov.hk</a> > Students and Parents Related > School Information > School Information Search & School Lists) to check whether a school is registered under Cap. 279.  For enquiries on the registration status of individual school, you might also contact us on 2186 6420.

Question16:	Under what circumstances would the school supervisor receive SMS sent by the EDB with the Sender name #EDB_SR&C?
Answer 16:	#EDB_SR&C is the SMS Sender ID registered by the Office of the Communications Authority. If the school supervisor opts to receive SMS, the EDB will notify the school supervisor via SMS after issuing the electronic school registration certificate by email. Please note that SMS is to notify the school supervisor to check the electronic certificate. The EDB will never request any personal information through SMS.

School Registration and Compliance Section

Education Bureau

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