

**EDUCATION ORDINANCE (CAP.279)**

**Application for Certificates and Notice required in accordance with section 11(b)(ii) of the Education Ordinance (Cap.279) and as specified in section 12(1) of the said Ordinance**

Address for correspondence :

\_\_\_\_\_  
\_\_\_\_\_

Mobile No. of applicant :

Email of applicant :

Name of contact person (if applicable) :

Telephone No. of contact person :

Mobile No. of contact person :

Email of contact person :

Fax No. of contact person :

Date :

\_\_\_\_\_  
\_\_\_\_\_

\* Director of Buildings  
(Attention: Licensing Unit),  
North Tower  
West Kowloon Government Offices 11  
Hoi Ting Road, Yau Ma Tei, Kowloon



\* Director of Housing  
(Attention: Independent Checking Unit),  
8/F., Lung Cheung Office Block  
138 Lung Cheung Road  
Wong Tai Sin, Kowloon

Dear Sir,

Address of premises in respect of which application is being made (Lot No. if any) : -

(English)

(Chinese)

\_\_\_\_\_  
\_\_\_\_\_

Proposed Name of School : -

(English)

(Chinese)

\_\_\_\_\_  
\_\_\_\_\_

Description of School : \* Secondary / Primary / Kindergarten / Tutorial School /

Other Educational Course (Please specify : \_\_\_\_\_)

Age of Student \* 3 and above / 6 and above

Estimated No. of students :

\_\_\_\_\_

I wish to apply for registration of a school at the above premises. A total of 4 sets of signed and dated sketch plans of the premises showing the parts to be used as a school are attached. I should be grateful if you could provide the certificate and the notice required in accordance with section 11(b) (ii) of the Education Ordinance (Cap. 279) and as specified in section 12(1) of the said Ordinance.

Yours faithfully,

---

Applicant's Signature

---

Name in Block Letters

c.c. Permanent Secretary for Education  
(Attention: School Registration and Compliance Section) – with 1 copy of school layout plan

\* Please delete as appropriate

REMINDER

Applicants, while having dealings of any kind with the Education Bureau and other Government departments, should not offer advantage to Government officers.

(1/2025)