

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)