

教育條例 EDUCATION ORDINANCE
(第 279 章) (Chapter 279)

要求准許僱用非檢定教員申請書
APPLICATION FOR PERMISSION TO EMPLOY AN UNREGISTERED TEACHER

第 I 部
PART I

(學校如欲僱用准用教員，此部分須由校監填寫；如屬擬用以營辦的學校，則此部分須由該校申請註冊人填寫。)
(To be completed by the **supervisor** of the school who wishes to employ a person as a permitted teacher or in the case of a proposed school by the applicant for school registration.)

1. 本人為 _____ (學校名稱) 校監，現申請僱用下列人士 (詳情列於第 II 部) 為本校准用教員：

在此貼上
擬受僱教員
正面半身近照

I, Supervisor of _____ (Name of School), request for permission to employ the following person (particulars in Part II) to be a permitted teacher of the school:

Recent full-face
photograph of proposed
teacher to be affixed here

姓名 (* 先生/女士/夫人/小姐) Name (* Mr/Ms/Mrs/Miss)

(中文) (in Chinese) _____

(英文) (in English) _____

(與擬受僱教員之香港身份證上的姓名相同) (The name should be identical with that on proposed teacher's HKID Card)

2. 該人士之擬教科目及級別：

Details of proposed subject(s) and level(s) to be taught by such person:

擬教科目 Proposed Subject(s)	擬教級別 Proposed Level(s)

3. 該人士將被僱用為本校之*全職/兼職教員，職位為 _____ (例如學位教師、文憑教師)。

Such person is to be employed as a *full-time/part-time teacher of the school, taking up the post of _____ (e.g. GM or CM).

4. 以上申請是基於本人認為目前沒有合適的檢定教員可供本校僱用為教員。

The above application is made because in my opinion, there is at present no suitable registered teacher available for employment as a teacher in the school.

5. 就本人所知及所信，本表格第 II 部所列有關該人士的詳情均屬真實及詳盡。

The particulars relating to such person as set out in Part II of this form are true and complete to the best of my knowledge and belief.

(學校名稱) (Name of School)

(校監或學校申請註冊人的姓名及簽署)
(Name and Signature of School Supervisor or Applicant for School Registration)

(學校地址) (School Address)

(簽署) (Signature)

(姓名) (Name)

(學校電話)

(School Telephone No.)

(日期) (Date)

第 II 部
PART II

(此部分須由擬受僱為准用教員者填寫)
(To be completed by the proposed permitted teacher)

1. 現將有關本人的詳情開列如下：

I forward the following particulars of myself:

(a) 姓名 (* 先生 / 女士 / 夫人 / 小姐) Name (* Mr/Ms/Mrs/Miss)

(中文) (in Chinese) _____

(英文) (in English) _____

(與擬受僱教員之香港身份證上的姓名相同) (The name should be identical with that on proposed teacher's HKID Card)

(b) 婚前姓名 [如適用] Maiden Name [if applicable] _____

(c) 住址 Residential Address _____

[領取郵件編號 Mail Collection Number
(如適用 if applicable)
MCN: _____]

(d) 電話號碼 Telephone Number _____

(e) 香港身份證號碼

Hong Kong Identity Card Number _____

(f) 出生日期

Date of Birth

_____/_____/_____
日 Day 月 Month 年 Year

(g) 學歷資格 Educational Qualifications

公開試成績 Public Examination Results	年份 Year	科目 Subject	成績 Grade / Level	年份 Year	科目 Subject	成績 Grade / Level
* 香港中學會考 HKCEE / GCE "O" Level / GCSE						
* 香港高級程度會考 HKALE / GCE "A" Level						
香港中學文憑考試 HKDSEE						
其他學歷資格 (例如學位、文憑或證書) Other Qualification(s) (e.g. Degree, Diploma or Certificate)	頒授機構名稱 Name of Awarding Institute			年份 Year	主修科目 Major Subject(s)	

(h) 教學經驗 Teaching Experience

學校 School	由 (日 / 月 / 年) From (Day/Month/Year)	至 (日 / 月 / 年) To (Day/Month/Year)	任教級別及科目 Level(s) and Subject(s) Taught
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	

- (i) 你是否曾在香港或其他地方被裁定干犯刑事罪行? (如是, 請提供詳情及有關文件, 例如警方發出的刑事定罪紀錄。已失時效的判罪亦須申報, 你可選擇將已失時效的判罪填寫在第 5 頁的申報表內, 並將填妥的申報表直接寄交教師註冊小組。有關申報已失時效的判罪詳情, 請參閱申請須知 C 部第 3 段。如否, 請填寫「否」。)

Have you previously been convicted of a criminal offence in Hong Kong or elsewhere? (If yes, please provide details and attach relevant document(s), e.g. Criminal Record Summary issued by the Police. You are required to declare spent conviction(s) as well, if any. Please note that you may choose to declare your spent conviction(s) separately by completing the Declaration Form on p.5 and send it to the Teacher Registration Team direct. For details regarding the declaration of spent convictions, please see paragraph 3 of Part C of the Guidance Notes. If there is no such record, please write "No".)

- (j) 你是否曾在香港或其他地方遭拒絕註冊為校董或教員, 或曾遭拒絕獲准許教學, 或曾獲如此註冊或准許而其後註冊或准許被取消? (如任何情形適用, 請提供詳情及有關文件; 如沒有此類紀錄, 請填寫「否」。)

Have you ever been refused to be registered as a manager of a school or a teacher, or ever been refused permission to teach, or having been so registered or given permission and yet had the registration or permission cancelled in Hong Kong or elsewhere? (If any situation applies, please provide details and relevant document(s). If there is no such record, please write "No".)

2. 關於本人的品格, 請向以下人士查詢, 彼等對於本表格內所述各點^{*}均已知悉/並未知悉(兩名諮詢人均須為成年人, 並且與教員沒有親屬關係):

The following persons who^{*} are/are not aware of the statements made on this form may be referred to as regards my character (The two referees have to be adults who are not relatives of the teacher):

- (a) 姓名 (* 先生 / 女士 / 夫人 / 小姐) Name (* Mr/Ms/Mrs/Miss) _____

地址 Address _____

職業 Occupation _____

- (b) 姓名 (* 先生 / 女士 / 夫人 / 小姐) Name (* Mr/Ms/Mrs/Miss) _____

地址 Address _____

職業 Occupation _____

3. [#]茲附上 [#]I attach to this application the following:

- 本人的香港身份證副本 (如你尚未持有香港永久性居民身份證, 須同時提交以下其中一份由香港入境事務處簽發的證明文件副本: (a) 有效工作簽證; (b) 載有在港的逗留條件和期限的入境標籤; 或 (c) 香港特別行政區簽證身份書)

Copy of my Hong Kong Identity Card (If you do not possess a Hong Kong Permanent Identity Card, copy of any one of the following proof issued by the Hong Kong Immigration Department has to be submitted as well: (a) valid employment visa; (b) landing slip bearing the conditions and limit of stay in Hong Kong; or (c) HKSAR Document of Identity for Visa Purposes)

* 請刪去不適用者 Delete as appropriate

[#] 請在適當的空格內加上「✓」號 Please insert a "✓" in the appropriate boxes

本人的學業證書（如大學學位文憑）及公開考試成績證書（如香港中學會考、香港高級程度會考及香港中學文憑考試等）的副本（如你持有非本港學歷，須同時提交由香港學術及職業資歷評審局發出的學歷評估報告副本或其他與學歷評估有關的文件副本）
Copies of my academic certificate(s) (e.g. university degree diploma) and public examination certificates (e.g. HKCEE, HKALE & HKDSEE etc.) (If you are holding non-local qualifications, copy of qualifications assessment report issued by Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) or other document(s) related to qualifications assessment has/have to be submitted as well)

更改姓名的正式文件（如改名契或結婚證書）的副本（如你在香港身份證上的姓名與學業或公開考試成績證書上的不同）
Copy of official document (e.g. deed poll or marriage certificate) certifying that my name has been changed (If your name on the Hong Kong Identity Card is different from that in the academic or public examination certificate(s))

其他有關文件
Other relevant document(s) _____

4. 本人知悉如上述申請獲批准，則所發給的准用教員許可證只限本人在本表格第 I 部第 1 段所指明的學校任教。
I am aware that if a permit to teach is issued in respect of the above application, it will apply only to the school specified in paragraph 1 of Part I of this form.

5. 本人已閱讀及明白本申請書的申請須知 A 部所列《教育條例》(第 279 章)有關的規定。
I confirm that I have read and understood the relevant provisions of the Education Ordinance (Cap 279) as listed in Part A of the Guidance Notes of this application form.

6. 本人已閱讀及明白本申請書的申請須知內有關個人資料收集部分的內容。
I confirm that I have read and understood the contents of the Collection of Personal Data section in the Guidance Notes of this application form.

7. 為核實本申請書內的資料，本人授權警務處處長向教育局發放有關本人的全部刑事判罪紀錄詳情(如有的話)，包括《罪犯自新條例》(第 297 章) 的已失時效判罪。
For the purpose of verifying the information provided in this application form, I authorize the Commissioner of Police to release full details of my criminal conviction record(s), including spent convictions under the Rehabilitation of Offenders Ordinance (Cap 297), if any, to the Education Bureau.

8. 本人明白根據《教育條例》第 87(1)(k)條的規定，假如任何人在根據本條例提出任何申請時，或在與該等申請有關的事項中，不論以口頭或書面作出在要項上屬虛假的陳述或提供在要項上屬虛假的資料，而他知道或理應知道該項陳述或資料在要項上屬虛假，即屬犯罪，一經定罪，可處罰款\$250,000 及監禁 2 年。
I understand that under Section 87(1)(k) of the Education Ordinance, any person who in or in connection with any application under this Ordinance makes any statement or furnishes any information, whether such statement or information be verbal or written, which is false in any material particular and which he knows or reasonably ought to know is false in such particular, shall be guilty of an offence and shall be liable on conviction to a fine of \$250,000 and to imprisonment for 2 years.

9. 本人明白根據《教育條例》第 51(1)(d)條的規定，如常任秘書長覺得申請人或該項申請所關乎的人，在提出僱用某人為某間學校的准用教員申請時，或在與該申請有關的事項中，作出的陳述或提供的資料在要項上屬虛假，或因在要項上有所遺漏而屬虛假，可拒絕為該人受僱為該校的教員而發出准用教員許可證。
I understand that under Section 51(1)(d) of the Education Ordinance, the Permanent Secretary may refuse to issue a permit to teach if it appears to him that the applicant or the person in respect of whom the application is made has, in making or in connection with the application for permission to employ a person as a permitted teacher in a school, has made any statement or furnished any information which is false in any material particular or by reason of the omission of any material particular.

10. 就本人所知及所信，本申請書一切內容均屬真實及詳盡。
The contents of this application are true and complete to the best of my knowledge and belief.

(日期) (Date) _____

(簽署) (Signature) _____

(擬受僱的准用教員)
(Proposed Permitted Teacher)

已失時效判罪申報表
Declaration Form for Spent Conviction(s)

(如擬受僱教員有已失時效的判罪及選擇自行(毋須由/經學校提交)申報已失時效的判罪,須將詳情填寫在此申報表上,並將填妥的申報表連同有關文件在申請日期起兩星期內以掛號方式寄交教師註冊小組。)

(If the proposed teacher has spent conviction(s) and choose to declare the spent conviction(s) separately (not necessary to be submitted by/through the school), he is required to provide the details in this Declaration Form. The duly completed Declaration Form together with relevant document(s) should be sent to Teacher Registration Team by registered post within two weeks from the date of application.)

1. 姓名 Name (中文) (In Chinese) _____ (英文) (In English) _____
2. 身份證號碼 Hong Kong Identity Card Number _____
3. 出生日期 Date of Birth _____
4. 電話號碼 Telephone Number _____
5. 准用教員編號 (如曾獲批准為准用教員) Permitted Teacher Reference No. (if previously approved as Permitted Teacher)
P _____
6. 擬受僱於 To be employed by _____ (學校/School)
7. 已失時效的判罪資料 Information of spent conviction(s)
- 定罪日期 Date of Conviction _____
- 提訊法庭 Court appeared _____
- 判刑 Sentence _____
- 罪行詳情 Details of offence(s)

8. 就本人所知及所信,本申報表一切內容均屬真實及詳盡。

The contents of this declaration form are true and complete to the best of my knowledge and belief.

(日期) (Date) _____ (簽署) (Signature) _____

(擬受僱的准用教員)
(Proposed Permitted Teacher)

請單面列印此頁
Please print this page on one side only

致：校監 (關於： (教師姓名)
To: The Supervisor (Re: (Teacher's Name)

學校名稱及地址
School Name and Address _____

(請填寫學校名稱及地址)
(Please fill in the school name and address)

致：校監 (關於： (教師姓名)
To: The Supervisor (Re: (Teacher's Name)

學校名稱及地址
School Name and Address _____

(請填寫學校名稱及地址)
(Please fill in the school name and address)

致：校監 (關於： (教師姓名)
To: The Supervisor (Re: (Teacher's Name)

學校名稱及地址
School Name and Address _____

(請填寫學校名稱及地址)
(Please fill in the school name and address)

[只供部門使用] [Office use only]

致：申請人

To: The applicant

日期 Date _____

要求准許僱用非檢定教員申請書覆函
Acknowledgement of application for permission to employ an unregistered teacher

我們已收到你的申請書，現正詳加審閱。若申請過程中需要你提供更多資料，則會另函與你聯絡。

Your application has been received and is now being processed. If further information is required, another letter will be sent to you.

如有任何垂詢，請電 3467 8282 與教師註冊小組聯絡。

In case of enquiry, please contact the Teacher Registration Team at 3467 8282.

教育局
教師註冊小組
Teacher Registration Team
Education Bureau

教育條例 EDUCATION ORDINANCE
(第 279 章) (Chapter 279)

副本
Duplicate

要求准許僱用非檢定教員申請書
APPLICATION FOR PERMISSION TO EMPLOY AN UNREGISTERED TEACHER

第 I 部
PART I

(學校如欲僱用准用教員，此部分須由校監填寫；如屬擬用以營辦的學校，則此部分須由該校申請註冊人填寫。)
(To be completed by the **supervisor** of the school who wishes to employ a person as a permitted teacher or in the case of a proposed school by the applicant for school registration.)

1. 本人為 _____ (學校名稱) 校監，現申請僱用下列人士 (詳情列於第 II 部) 為本校准用教員：

在此貼上
擬受僱教員
正面半身近照

I, Supervisor of _____ (Name of School), request for permission to employ the following person (particulars in Part II) to be a permitted teacher of the school:

姓名 (* 先生/女士/夫人/小姐) Name (* Mr/Ms/Mrs/Miss)

(中文) (in Chinese) _____

(英文) (in English) _____

(與擬受僱教員之香港身份證上的姓名相同) (The name should be identical with that on proposed teacher's HKID Card)

2. 該人士之擬教科目及級別：

Details of proposed subject(s) and level(s) to be taught by such person:

擬教科目 Proposed Subject(s)	擬教級別 Proposed Level(s)

3. 該人士將被僱用為本校之*全職/兼職教員，職位為 _____ (例如學位教師、文憑教師)。

Such person is to be employed as a * full-time/part-time teacher of the school, taking up the post of _____ (e.g. GM or CM).

4. 以上申請是基於本人認為目前沒有合適的檢定教員可供本校僱用為教員。

The above application is made because in my opinion, there is at present no suitable registered teacher available for employment as a teacher in the school.

5. 就本人所知及所信，本表格第 II 部所列有關該人士的詳情均屬真實及詳盡。

The particulars relating to such person as set out in Part II of this form are true and complete to the best of my knowledge and belief.

(學校名稱) (Name of School)

(校監或學校申請註冊人的姓名及簽署)
(Name and Signature of School Supervisor or Applicant for School Registration)

(學校地址) (School Address)

(簽署) (Signature)

(姓名) (Name)

(學校電話)

(School Telephone No.)

(日期) (Date)

第 II 部
PART II

(此部分須由擬受准用僱為教員者填寫)
(To be completed by the proposed permitted teacher)

1. 現將有關本人的詳情開列如下：

I forward the following particulars of myself:

(a) 姓名 (* 先生/女士/夫人/小姐) Name (* Mr/Ms/Mrs/Miss)

(中文) (in Chinese) _____

(英文) (in English) _____

(與擬受僱教員之香港身份證上的姓名相同) (The name should be identical with that on proposed teacher's HKID Card)

(b) 婚前姓名 [如適用] Maiden Name [if applicable] _____

(c) 住址 Residential Address _____

[領取郵件編號 Mail Collection Number
(如適用 if applicable)]
MCN: _____

(d) 電話號碼 Telephone Number _____

(e) 香港身份證號碼

Hong Kong Identity Card Number _____

(f) 出生日期

Date of Birth

_____/_____/_____
日 Day 月 Month 年 Year

(g) 學歷資格 Educational Qualifications

公開試成績 Public Examination Results	年份 Year	科目 Subject	成績 Grade / Level	年份 Year	科目 Subject	成績 Grade / Level
香港中學會考 * HKCEE / GCE "O" Level / GCSE						
香港高級程度會考 * HKALE / GCE "A" Level						
香港中學文憑考試 HKDSEE						
其他學歷資格 (例如學位、文憑或證書) Other Qualification(s) (e.g. Degree, Diploma or Certificate)	頒授機構名稱 Name of Awarding Institute			年份 Year	主修科目 Major Subject(s)	

(h) 教學經驗 Teaching Experience

學校 School	由 (日 / 月 / 年) From (Day/Month/Year)	至 (日 / 月 / 年) To (Day/Month/Year)	任教級別及科目 Level(s) and Subject(s) Taught
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	

- (i) 你是否曾在香港或其他地方被裁定干犯刑事罪行? (如是, 請提供詳情及有關文件, 例如警方發出的刑事定罪紀錄。已失時效的判罪亦須申報, 你可選擇將已失時效的判罪填寫在第 5 頁的申報表內, 並將填妥的申報表直接寄交教師註冊小組。有關申報已失時效的判罪詳情, 請參閱申請須知 C 部第 3 段。如否, 請填寫「否」。)

Have you previously been convicted of a criminal offence in Hong Kong or elsewhere? (If yes, please provide details and attach relevant document(s), e.g. Criminal Record Summary issued by the Police. You are required to declare spent conviction(s) as well, if any. Please note that you may choose to declare your spent conviction(s) separately by completing the Declaration Form on p.5 and send it to the Teacher Registration Team direct. For details regarding the declaration of spent convictions, please see paragraph 3 of Part C of the Guidance Notes. If there is no such record, please write "No".)

- (j) 你是否曾在香港或其他地方遭拒絕註冊為校董或教員, 或曾遭拒絕獲准許教學, 或曾獲如此註冊或准許而其後註冊或准許被取消? (如任何情形適用, 請提供詳情及有關文件; 如沒有此類紀錄, 請填寫「否」。)

Have you ever been refused to be registered as a manager of a school or a teacher, or ever been refused permission to teach, or having been so registered or given permission and yet had the registration or permission cancelled in Hong Kong or elsewhere? (If any situation applies, please provide details and relevant document(s). If there is no such record, please write "No".)

2. 關於本人的品格, 請向以下人士查詢, 彼等對於本表格內所述各點^{*}均已知悉/並未知悉(兩名諮詢人均須為成年人, 並且與教員沒有親屬關係):

The following persons who^{*} are/are not aware of the statements made on this form may be referred to as regards my character (The two referees have to be adults who are not relatives of the teacher):

姓名 (* 先生/女士/夫人/小姐) Name (* Mr/Ms/Mrs/Miss) _____

地址 Address _____

職業 Occupation _____

姓名 (* 先生/女士/夫人/小姐) Name (* Mr/Ms/Mrs/Miss) _____

地址 Address _____

職業 Occupation _____

3. [#]茲附上 [#]I attach to this application the following:



本人的香港身份證副本 (如你尚未持有香港永久性居民身份證, 須同時提交以下其中一份由香港入境事務處簽發的證明文件副本: (a) 有效工作簽證; (b) 載有在港的逗留條件和期限的入境標籤; 或 (c) 香港特別行政區簽證身份書)

Copy of my Hong Kong Identity Card (If you do not possess a Hong Kong Permanent Identity Card, copy of any one of the following proof issued by the Hong Kong Immigration Department has to be submitted as well: (a) valid employment visa; (b) landing slip bearing the conditions and limit of stay in Hong Kong; or (c) HKSAR Document of Identity for Visa Purposes)

* 請刪去不適用者 Delete as appropriate

[#] 請在適當的空格內加上「✓」號 Please insert a "✓" in the appropriate boxes

本人的學業證書（如大學學位文憑）及公開考試成績證書（如香港中學會考、香港高級程度會考及香港中學文憑考試等）的副本（如你持有非本港學歷，須同時提交由香港學術及職業資歷評審局發出的學歷評估報告副本或其他與學歷評估有關的文件副本）
Copies of my academic certificate(s) (e.g. university degree diploma) and public examination certificates (e.g. HKCEE, HKALE & HKDSEE etc.) (If you are holding non-local qualifications, copy of qualifications assessment report issued by Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) or other document(s) related to qualifications assessment has/have to be submitted as well)

更改姓名的正式文件（如改名契或結婚證書）的副本（如你在香港身份證上的姓名與學業或公開考試成績證書上的不同）
Copy of official document (e.g. deed poll or marriage certificate) certifying that my name has been changed (If your name on the Hong Kong Identity Card is different from that in the academic or public examination certificate(s))

其他有關文件
Other relevant document(s) _____

4. 本人知悉如上述申請獲批准，則所發給的准用教員許可證只限本人在本表格第 I 部第 1 段所指明的學校任教。
I am aware that if a permit to teach is issued in respect of the above application, it will apply only to the school specified in paragraph 1 of Part I of this form.
5. 本人已閱讀及明白本申請書的申請須知 A 部所列《教育條例》(第 279 章)有關的規定。
I confirm that I have read and understood the relevant provisions of the Education Ordinance (Cap 279) as listed in Part A of the Guidance Notes of this application form.
6. 本人已閱讀及明白本申請書的申請須知內有關個人資料收集部分的內容。
I confirm that I have read and understood the contents of the Collection of Personal Data section in the Guidance Notes of this application form.
7. 為核實本申請書內的資料，本人授權警務處處長向教育局發放有關本人的全部刑事判罪紀錄詳情(如有的話)，包括《罪犯自新條例》(第 297 章) 的已失時效判罪)。
For the purpose of verifying the information provided in this application form, I authorize the Commissioner of Police to release full details of my criminal conviction record(s), including spent convictions under the Rehabilitation of Offenders Ordinance (Cap 297), if any, to the Education Bureau.
8. 本人明白根據《教育條例》第 87(1)(k)條的規定，假如任何人在根據本條例提出任何申請時，或在與該等申請有關的事項中，不論以口頭或書面作出在要項上屬虛假的陳述或提供在要項上屬虛假的資料，而他知道或理應知道該項陳述或資料在要項上屬虛假，即屬犯罪，一經定罪，可處罰款\$250,000 及監禁 2 年。
I understand that under Section 87(1)(k) of the Education Ordinance, any person who in or in connection with any application under this Ordinance makes any statement or furnishes any information, whether such statement or information be verbal or written, which is false in any material particular and which he knows or reasonably ought to know is false in such particular, shall be guilty of an offence and shall be liable on conviction to a fine of \$250,000 and to imprisonment for 2 years.
9. 本人明白根據《教育條例》第 51(1)(d)條的規定，如常任秘書長覺得申請人或該項申請所關乎的人，在提出僱用某人為某間學校的准用教員申請時，或在與該申請有關的事項中，作出的陳述或提供的資料在要項上屬虛假，或因在要項上有所遺漏而屬虛假，可拒絕為該人受僱為該校的教員而發出准用教員許可證。
I understand that under Section 51(1)(d) of the Education Ordinance, the Permanent Secretary may refuse to issue a permit to teach if it appears to him that the applicant or the person in respect of whom the application is made has, in making or in connection with the application for permission to employ a person as a permitted teacher in a school, has made any statement or furnished any information which is false in any material particular or by reason of the omission of any material particular.
10. 就本人所知及所信，本申請書一切內容均屬真實及詳盡。
The contents of this application are true and complete to the best of my knowledge and belief.

(日期) (Date) _____

(簽署) (Signature) _____

(擬受僱的准用教員)
(Proposed Permitted Teacher)

要求准許僱用非檢定教員申請須知

A. 《教育條例》有關的規定

1. 第 42 條

- (1) 任何人不得在學校任教，除非他是一
 - (a) 檢定教員；或
 - (b) 准用教員。
- (2) 准用教員除非按照就該教員而發出的准用教員許可證上所指明的條件或限制任教，否則不得在學校任教。

2. 第 87 條

- (3) 任何人如一
 - (e) 違反第 42(1)或(2)條；
 - (f) 僱用或准許任何人違反第 42(1)或(2)條而在學校教學；即屬犯罪，一經定罪，可處第 5 級罰款及監禁 2 年。

3. 第 48 條

僱用某人為某間學校的准用教員的申請，只可在申請人認為沒有合適的檢定教員可供該學校僱用為教員的情況下提出。

4. 拒絕發出准用教員許可證的理由

第 51 條

- (1) 常任秘書長可在以下情況根據第 50(1)條拒絕就任何人發出准用教員許可證—
 - (a) 如常任秘書長認為有合適的檢定教員可供有關學校僱用為教員；
 - (b) 基於第 46(a)、(b)、(c)、(d)或(f)條¹所指明而適用於該項申請所關乎的人的任何理由；
 - (c) 如該項申請所關乎的人並沒有具備所訂明的資格；或
 - (d) 如常任秘書長覺得該申請人或該項申請所關乎的人，在提出以下任何申請時，即—
 - (i) (由 1993 年第 42 號第 18 條廢除)
 - (ii) 註冊為校董或教員；或
 - (iii) 僱用某人為某間學校的准用教員，或在與該等申請有關的事項中作出的陳述或提供的資料在要項上屬虛假，或因在要項上有所遺漏而屬虛假。

¹ 第 46(a)、(b)、(c)、(d)及(f) 條訂明，如常任秘書長覺得申請人有以下情況，可拒絕該申請人註冊為教員—

- (a) 該人並非出任教員的適合及適當人選；
- (b) 該人被裁定已犯可判處監禁的罪行；
- (c) 該人的准用教員許可證以前曾被取消；
- (d) 該人健康狀況不適宜；
- (f) 該人已年滿 70 歲。

5. 取消准用教員許可證的理由

第 52 條

(1) 常任秘書長可在以下情況取消任何准用教員許可證—

- (a) 基於第 51(1)(b)、(c)或(d)條所指明的任何理由、而藉該理由他本有權拒絕發出准用教員許可證，不論在發出該許可證時該理由是否存在；或
- (b) 基於第 47(b)、(c)、(d)或(e)條所指明而適用於該准用教員的任何理由。

(2) 准用教員許可證在以下情況須當作已經取消—

- (a) 如該准用教員停止受僱於該許可證所指明的學校；或
- (b) 如該許可證所指明的學校的註冊或臨時註冊已告取消。

(3) 在不影響第(1)或(2)款的一般性的原則下，如第 58A 條禁止某名受僱於某資助學校任教的准用教員繼續被僱用為該校的教員，則常任秘書長須取消該名教員的准用教員許可證。

6. 第 87 條

(1) 任何人如一

- (k) 在根據本條例提出任何申請時，或在與該等申請有關的事項中，不論以口頭或書面作出在要項上屬虛假的陳述或提供在要項上屬虛假的資料，而他知道或理應知道該項陳述或資料在要項上屬虛假，

即屬犯罪，一經定罪，可處罰款\$250,000 及監禁 2 年。

7. 教育（豁免）（提供非正規課程的私立學校）令

根據自 2004 年 7 月 1 日起實施的《豁免令》規定，所有提供非正規課程的私立學校(提供補習班、商科、語文及電腦課程等教育課程的私立學校)在符合所指明的條件下，均獲豁免受到《教育條例》和《教育規例》內與僱用教員和教員資格等有關的某些條文規定管限。

B. 准用教員資格

准用教員的資格詳列於《教育規例》附表 2 第 II、IIA、III 及 IV 部內，一般而言，准用教員須具備下列其中一項的資格：

1. 任教於提供中、小學或專上教育教育課程的學校的准用教員

- (a) 任何指明院校²所發出的高級文憑或副學士學位；或
- (b) 常任秘書長認為與第 1(a)段所指明的資格相等的任何其他教育訓練或實習經驗（見註 1）。

2. 任教其他教育課程的准用教員

- (a) 持有一張或兩張香港中學會考證書，其中總共有 5 個不同科目成績達 E 級或以上，包括—
 - (i) 英國語文（課程乙）³，或常任秘書長認為相當於該證書 E 級或以上水平的英國語文程度；或
 - (ii) 中國語文³；
- (b) 持有一張或兩張香港中學文憑考試證書，其中總共有 5 個不同的下述科目 —
 - (i) 英國語文或中國語文，成績達第 2 級或以上；
 - (ii) 2 個科目，其中每個科目均是 —

² “指明院校”指嶺南大學、香港教育大學、香港大學、香港理工大學、香港中文大學、香港浸會大學、香港城市大學、香港演藝學院、香港科技大學、香港都會大學以及根據《專上學院條例》註冊的任何專上學院。

³ 二零零七年至二零一一年的香港中學會考英國語文及中國語文科第 2 等級成績，在教師註冊上會被視為等同過往的香港中學會考英國語文（課程乙）及中國語文科 E 級成績。

- (A) 一個新高中科目中的科目，成績達第 2 級或以上；
- (B) 一個應用學習科目中的科目，成績為“達標”或“達標並表現優異”；或
- (C) 一個其他語言科目中的科目，成績達 E 級或以上；及
- (iii) 2 個科目，其中每個科目均是 —
 - (A) 一個新高中科目中的科目，成績達第 2 級或以上；或
 - (B) 一個其他語言科目中的科目，成績達 E 級或以上；或
- (c) 常任秘書長認為與第 2(a) 或 2(b)段所指明的資格相等的任何其他教育訓練及經驗（見註 1）。

3. 向接受幼兒或幼稚園教育的學生教學的准用教員

- (a) 持有本港大學學位或具同等學歷（見註 1）；或
- (b) 現正就讀或已獲培訓機構取錄入讀認可幼師培訓課程的在職幼稚園教師，必須符合以下的學歷：
 - (i) 持有一張或兩張香港中學會考證書，總共有 5 個不同科目（其中包括英國語文（課程甲或乙）³及中國語文³）成績達 E 級或以上；
 - (ii) 持有一張或兩張香港中學文憑考試證書，其中總共有 5 個不同的下述科目 —
 - (A) 英國語文，成績達第 2 級或以上；
 - (B) 中國語文，成績達第 2 級或以上；
 - (C) 2 個科目，其中每個科目均是 —
 - (I) 一個新高中科目中的科目，成績達第 2 級或以上；
 - (II) 一個應用學習科目中的科目，成績為“達標”或“達標並表現優異”；或
 - (III) 一個其他語言科目中的科目，成績達 E 級或以上；及
 - (D) 以下任何一個科目 —
 - (I) 一個新高中科目中的科目，成績達第 2 級或以上；
 - (II) 一個其他語言科目中的科目，成績達 E 級或以上。

C. 申請手續

1. 申請表格（表格 10 及適用於曾經受僱為准用教員的表格 11）可在教育局網頁（<http://www.edb.gov.hk>）下載或在下列辦事處索取：
 - (a) 九龍協調道 3 號
工業貿易大樓 2 樓室
教育局
教師註冊小組
（電話：3467 8282）
 - (b) 區域教育服務處

學校亦可透過教育局統一登入系統（<https://clo.edb.gov.hk>），遞交網上申請表格。

2. 准用教員的申請，須由僱用該教員的學校校監提出。校方須按教育局有關教師註冊修訂程序的最新通告辦理申請。申請表格（一式兩份）須用黑色墨水筆或原子筆及以正楷填寫。校方須在填妥的申請表格上貼上擬受僱教員的近照（見註 2），並連同該教員已批註（見註 3）的香港身份證、學業證書及其他有關文件的副本，用掛號方式寄往九龍協調道 3 號工業貿易大樓 2 樓教育局教師註冊小組。（見註 4）請確保已為郵件支付足夠郵資，以免申請未能送達教育局。郵資不足的郵件，一律會由香港郵政處理。

3. 根據《罪犯自新條例》(第 297 章)第 2(1)條,凡個別人士(i)在香港被定罪,但並未因此被判處監禁超過三個月或罰款超過\$10,000; (ii)在此以前不曾在香港被定罪;及(iii)經過三年時間並未在香港再被定罪,則就他以往的定罪、罪行、行為或情況而向他或向其他人提出的有關問題,或加諸於他或其他人的有關披露該等定罪、罪行、行為或情況的義務,均須視為並非指該項定罪。然而,該條例第 4(2)(b)條訂明,上述規定不適用於在任何人執行其職位或受僱工作的職責期間,由該人或其代表所提出以對另一人是否適宜根據法律(即包括《教育條例》(第 279 章))獲得註冊或續予註冊作出評核的問題;亦不適用於在該人執行該等職責期間,向該人披露資料以對另一人是否適宜根據法律(即包括《教育條例》(第 279 章))獲得註冊或續予註冊作出評核的義務。擬受僱教員因此在填寫本表格第 II 部第 1(i)段時,須披露所有過往的刑事罪行(如有的話),包括已失時效的判罪。如擬受僱教員只有已失時效的判罪,該教員可選擇在第 II 部第 1(i)段填寫「否」,但須將詳情填寫在「已失時效判罪申報表」(本申請書第 5 頁),並將填妥的申報表連同有關文件在申請日期起兩星期內自行(毋須由/經學校提交)以掛號方式寄交教師註冊小組。如擬受僱教員曾干犯刑事罪行而同時有已失時效的判罪,該教員須在第 II 部第 1(i)段提供所干犯罪行的詳情及可選擇依上述方式申報已失時效的判罪。
4. 申請經審核及批准後,校監會獲發「僱用非檢定教員許可證」(表格 12)。教師註冊小組會把該許可證的正本及發給教師的副本,郵寄給學校。
5. 准用教員須按照就該教員而發出的准用教員許可證上所指明的條件任教。
6. 如該准用教員停止受僱於該許可證所指明的學校,該准用教員許可證將當作無效。如准用教員在另一學校任教,該校須提交表格 11,申請僱用這位教員。

D. 更改聯絡資料

1. 教師的聯絡資料(包括通訊地址及電話號碼)如有更改,須在一個月內以書面通知教育局。
2. 教育局在審視教師的註冊資格時,如無法透過教師所提供的最新通訊地址將相關信件(包括邀請教師作出申述、通知教師相關跟進行動或決定等)送達教師,教育局無需考慮教師的申述,就其教師註冊資格採取進一步行動或作出決定。
3. 如需更改聯絡資料,請以書面向教師註冊小組提出(地址:九龍協調道 3 號工業貿易大樓 2 樓)。

註 1

非本港學歷

擬受僱教員如持有非本港學歷,須提供下列文件:

- (a) 學業證書副本及
- (b) 香港學術及職業資歷評審局發出的學歷評估報告副本或其他與學歷評估有關的文件副本。

註 2

相片

擬受僱教員的相片必須為相同的正面半身近照,2 張照片應貼在申請表格正本及副本上。照片大小必須為 5 厘米乘 3.8 厘米;所用相紙必須為普通薄光面相紙及未經貼用者。

註 3

每份經批註的文件副本須載有下列資料:

- (a) 校監/校長在「已查閱正本」字樣下簽署(影印本或印章本的簽署恕不接受);
- (b) 校監/校長的姓名及職位;

- (c) 學校名稱(或校印)及
- (d) 查閱文件正本日期。

註 4

如申請人未能於三個月內（由本局發出的書面通知當日起計算）提交所須文件，本局將不會繼續處理有關申請。

個人資料收集聲明

收集個人資料的目的

1. 你在本表格提供的個人資料，會供教育局用於以下一項或多項用途：
 - (a) 處理、核實及查證教員註冊的申請；
 - (b) 就上文(a)項所述申請的處理、核實及查證，將個人資料與政府相關政策局／部門資料庫進行核對；
 - (c) 將個人資料與教育局資料庫進行核對，以核實／更新教育局的記錄；
 - (d) 培訓及發展，包括發出計劃／活動邀請、處理發還課程費用申請、評審提名、獎項和獎學金，以及監察達標進度；
 - (e) 處理及審核撥款／補助／津貼申請、發放撥款／補助／津貼，以及審計；
 - (f) 編製統計資料、研究及政府刊物；以及
 - (g) 執行規則及規例[包括《教育條例》（香港法例第279章）及其附屬法例（例如《教育規例》、《補助學校公積金規則》、《津貼學校公積金規則》）和《資助則例》]。
2. 你必須按本表格的要求及於本局處理本表格的過程中提供個人資料。假如你沒有提供該等個人資料，本局可能無法辦理或繼續處理申請。

可獲轉移資料者

3. 你提供的個人資料會供教育局人員取閱。除此之外，本局亦可能會向下列各方或在下述情況轉移或披露該等個人資料：
 - (a) 政府其他政策局及部門，包括香港警務處，以用於上文第1段所述的用途；
 - (b) 與本表格相關的學校，以用於上文第1段所述的用途；
 - (c) 你曾就披露個人資料給予訂明同意；以及
 - (d) 根據適用於香港的法例或法庭命令授權或規定披露個人資料。

查閱個人資料

4. 你有權要求查閱及更正教育局所持有關於你的個人資料。如需查閱或更正個人資料，請以書面向教師註冊小組提出（地址：九龍協調道3號工業貿易大樓2樓）。

GUIDANCE NOTES
APPLICATION FOR PERMISSION TO EMPLOY
AN UNREGISTERED TEACHER

A. Relevant Provisions of the Education Ordinance

1. Section 42

- (1) No person shall teach in a school unless he is —
- (a) a registered teacher; or
 - (b) a permitted teacher.
- (2) No permitted teacher shall teach in a school otherwise than in accordance with the conditions or limitations specified in the permit to teach issued in respect of such teacher.

2. Section 87

- (3) Any person who —
- (e) contravenes section 42(1) or (2);
 - (f) employs or permits any person to teach in a school in contravention of section 42(1) or (2),
- shall be guilty of an offence and shall be liable on conviction to a fine at level 5 and to imprisonment for 2 years.

3. Section 48

An application to employ a person as a permitted teacher in a school may only be made if the applicant is of the opinion that no suitable registered teacher is available for employment as a teacher in the school.

4. Grounds for refusal to issue permit to teach

Section 51

- (1) The Permanent Secretary may refuse to issue a permit to teach under section 50(1) in respect of any person—
- (a) if in the opinion of the Permanent Secretary a suitable registered teacher is available for employment as a teacher in the school concerned;
 - (b) on any ground specified in section 46(a), (b), (c), (d) or (f)⁴ which applies to the person in respect of whom the application is made;
 - (c) if the person in respect of whom the application is made does not possess the prescribed qualification; or
 - (d) if it appears to the Permanent Secretary that the applicant or the person in respect of whom the application is made has, in making or in connection with any application —
 - (i) (Repealed 42 of 1993 s. 18)
 - (ii) for registration as a manager or a teacher; or
 - (iii) to employ a person as a permitted teacher in a school, made any statement or furnished any information which is false in any material particular or by reason of the omission of any material particular.

⁴ Section 46 (a), (b), (c), (d) and (f) stipulates that the Permanent Secretary may refuse to register an applicant as a teacher if it appears to him that the applicant -

- (a) is not a fit and proper person to be a teacher;
- (b) has been convicted of an offence punishable with imprisonment;
- (c) is a person in respect of whom a permit to teach has previously been cancelled;
- (d) is medically unfit;
- (f) has attained the age of 70 years.

5. Grounds for cancellation of permit to teach

Section 52

- (1) The Permanent Secretary may cancel a permit to teach—
 - (a) on any ground specified in section 51(1)(b), (c) or (d) on which he would have been entitled to refuse to issue a permit to teach, whether or not such ground existed at the time when the permit was issued; or
 - (b) on any ground specified in section 47(b), (c), (d) or (e) which applies to the permitted teacher.
- (2) A permit to teach shall be deemed to be cancelled—
 - (a) if the permitted teacher ceases to be employed in the school specified in the permit; or
 - (b) if the registration or provisional registration of the school specified in the permit is cancelled.
- (3) Without prejudice to the generality of subsection (1) or (2), the Permanent Secretary shall cancel the permit to teach of a permitted teacher who is employed to teach in an aided school if the teacher is prohibited from continuing to be so employed by virtue of section 58A.

6. Section 87

- (1) Any person who —
 - (k) in or in connection with any application under this Ordinance makes any statement or furnishes any information, whether such statement or information be verbal or written, which is false in any material particular and which he knows or reasonably ought to know is false in such particular,shall be guilty of an offence and shall be liable on conviction to a fine of \$250,000 and to imprisonment for 2 years.

7. Education (Exemption) (Private Schools Offering Non-Formal Curriculum) Order

Under the Exemption Order which comes into operation on 1 July 2004, all private schools that offer non-formal curriculum (private schools which offer educational courses such as tutorial, commercial, language and computer courses) are exempted from certain requirements of the provisions of the Education Ordinance and Regulations relating to employment of teachers, teachers' qualifications and other categories subject to compliance with specified conditions.

B. Qualifications for Permitted Teacher

The qualifications for permitted teacher are specified in Part II, IIA, III and IV of the Second Schedule of the Education Regulations. In general, a permitted teacher should possess one of the following qualifications:

1. Permitted teacher teaching in schools providing primary, secondary or post secondary education
 - (a) A higher diploma or an associate degree granted by a specified institution⁵; or
 - (b) any other educational training or practical experience which in the opinion of the Permanent Secretary is equivalent to the qualifications specified in paragraph 1(a) (see Note 1).
2. Permitted teacher teaching other educational courses
 - (a) One or two certificates of the Hong Kong Certificate of Education Examination with an aggregate of 5 separate subjects at Grade E or a higher grade, including —
 - (i) English Language (Syllabus B)⁶, or of a standard which in the opinion of the

⁵ "specified institution" means the Lingnan University, The Education University of Hong Kong, the University of Hong Kong, The Hong Kong Polytechnic University, The Chinese University of Hong Kong, the Hong Kong Baptist University, the City University of Hong Kong, The Hong Kong Academy for Performing Arts, The Hong Kong University of Science and Technology, The Hong Kong Metropolitan University and any Post Secondary College registered under the Post Secondary Colleges Ordinance.

⁶ For teacher registration purpose, Level 2 in English Language and Chinese Language in the 2007 to 2011 Hong Kong Certificate of Education Examination (HKCEE) are accepted as comparable to Grade E in English Language (Syllabus B) and Chinese Language attained in previous HKCEEs.

- Permanent Secretary is equivalent to Grade E or a higher grade in that certificate;
or
- (ii) Chinese Language⁶;
- (b) one or two certificates of the Hong Kong Diploma of Secondary Education Examination with an aggregate of 5 separate subjects consisting of—
 - (i) English Language or Chinese Language at Level 2 or a higher level;
 - (ii) 2 subjects each of which is—
 - (A) a subject from the New Senior Secondary subjects at Level 2 or a higher level;
 - (B) a subject from the Applied Learning subjects with an “Attained” or “Attained with Distinction” result; or
 - (C) a subject from the Other Language subjects at Grade E or a higher grade; and
 - (iii) 2 subjects each of which is—
 - (A) a subject from the New Senior Secondary subjects at Level 2 or a higher level;
or
 - (B) a subject from the Other Language subjects at Grade E or a higher grade; or
 - (c) any other educational training or practical experience which in the opinion of the Permanent Secretary is equivalent to the qualifications specified in paragraph 2(a) or 2(b) (see Note 1).
3. Permitted teacher teaching pupils undergoing nursery or kindergarten education
- (a) A recognized local degree or its equivalent (see Note 1); or
 - (b) serving kindergarten teacher who is attending or has been admitted to a recognized kindergarten teacher training course provided that the following qualification is met:
 - (i) one or two certificates of the Hong Kong Certificate of Education Examination with an aggregate of 5 separate subjects at Grade E or a higher grade, including English Language (Syllabus A or B)⁶ and Chinese Language⁶;
 - (ii) one or two certificates of the Hong Kong Diploma of Secondary Education Examination with an aggregate of 5 separate subjects consisting of—
 - (A) English Language at Level 2 or a higher level;
 - (B) Chinese Language at Level 2 or a higher level;
 - (C) 2 subjects each of which is—
 - (I) a subject from the New Senior Secondary subjects at Level 2 or a higher level;
 - (II) a subject from the Applied Learning subjects with an “Attained” or “Attained with Distinction” result; or
 - (III) a subject from the Other Language subjects at Grade E or a higher grade; and
 - (D) either of the following—
 - (I) a subject from the New Senior Secondary subjects at Level 2 or a higher level;
 - (II) a subject from the Other Language subjects at Grade E or a higher grade.

C. Application Procedures

1. Application forms (Form 10 or Form 11 in case a teacher who has previously been issued a permit to teach) can be downloaded from the homepage of the Education Bureau (<http://www.edb.gov.hk>) and are obtainable from the following offices:
 - (a) Teacher Registration Team
Education Bureau
2/F, Trade and Industry Tower
3 Concorde Road
Kowloon
(Tel.: 3467 8282)
 - (b) Regional Education Offices

Schools may also submit the online application form through the Common Log-On System (<https://clo.edb.gov.hk>) of the Education Bureau.

2. The application should be made by the supervisor of the school in which the proposed teacher is employed. School should follow the procedures as stipulated in the EDB Circular on Revised Procedures for Teacher Registration currently in force. Application form (in duplicate) should be completed in block letters and in black ink. The completed form with the recent photographs (see Note 2) of the proposed teacher affixed together with the **endorsed** photocopies (see Note 3) of his/her Hong Kong Identity Card, academic certificates and other related documents should be sent by registered post to the Teacher Registration Team, Education Bureau at 2/F, Trade and Industry Tower, 3 Concorde Road, Kowloon. (see Note 4) Please ensure that sufficient postage is paid to avoid unsuccessful delivery of application. Any underpaid mail items will be disposed of by the Hongkong Post.
3. **Under section 2(1) of the Rehabilitation of Offenders Ordinance (Cap 297), where (i) an individual has been convicted in Hong Kong of an offence in respect of which he was not sentenced to imprisonment exceeding three months or to a fine exceeding \$10,000; (ii) he has not been convicted in Hong Kong on any earlier day of the offence; and (iii) a period of three years has elapsed without that individual being again convicted in Hong Kong of an offence, then any question asked of that individual or any other person relating to, or any obligation imposed on that individual or any other person to disclose, that individual's previous convictions, offences, conduct or circumstances shall be treated as not referring to that conviction. However, by virtue of section 4(2)(b), this shall not apply to any question asked by or on behalf of any person, in the course of the duties of his office or employment, or any obligation to disclose information to that person in the course of those duties, in order to assess the suitability of another person for the registration, or to continue to be registered under any law (i.e. including the Education Ordinance (Cap 279)). The proposed teacher is therefore required to disclose all previous convictions, including spent conviction(s), if any, in completing paragraph 1(i) of Part II of the application form. If the proposed teacher has spent conviction(s) only, he may choose to write "No" in paragraph 1(i) of Part II but he is required to provide the details in "Declaration Form for Spent Conviction(s)" (p.5 of this application form). The duly completed Declaration Form together with relevant document(s) should be sent to Teacher Registration Team separately by registered post (not necessary to be submitted by/through the school) within two weeks from the date of application. If the proposed teacher has spent conviction(s) together with other conviction(s), he has to provide the details of the other conviction(s) in paragraph 1(i) of Part II and may choose to follow the aforesaid procedure in declaring the spent conviction(s).**
4. After processing, the Supervisor of the successful school will be issued a Permit to Employ an Unregistered Teacher (Form 12). The original and teacher's copy of the teaching permit will be sent to the school by post.
5. The permitted teacher should teach in accordance with the conditions as specified in the permit.
6. A permit to teach shall be deemed to be invalidated if the permitted teacher ceases to be employed in the school specified in the permit. A fresh application (Form 11) for teaching permit is required when the permitted teacher teaches in another school.

D. Change of Contact Information

1. Teachers are required to notify the EDB in writing within 1 month of any changes in contact information, including correspondence address and phone number.
2. When the EDB reviews the teachers' registration status, we may take further action or make a decision in respect of the teachers' registration status without considering their representation if we fail to serve the relevant letters (including inviting representations from the teachers, informing them of the follow-up actions or decisions, etc.) to the teachers according to the latest correspondence address provided.
3. Request for change of contact information should be made in writing to Teacher Registration

Note 1

Non-local educational qualifications

If the proposed teacher possesses non-local educational qualifications, the following documents are required:

- (a) copies of academic certificates and
- (b) copy of qualifications assessment report issued by HKCAAVQ or other document(s) related to qualifications assessment.

Note 2

Photographs

Altogether two identical recent full-face photographs of the proposed teacher are required to be affixed to the application form and its duplicate. The size of the photographs must be 5 cm x 3.8 cm. They should be printed on normal thin photographic paper and have not been used.

Note 3

Each endorsed photocopy of the required documents should contain the following information:

- (a) School supervisor/principal's signature (photocopied or stamped signature is not accepted) against the words "Original Seen";
- (b) School supervisor/principal's name and post;
- (c) School name (or school chop) and
- (d) Date of sighting the original documents.

Note 4

The application will not be further processed if the applicant does not provide the necessary document(s) within three months from the date of our written notice.

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
 - (a) Activities relating to the processing, authentication and counter-checking of the application for registration of teachers;
 - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux/departments in connection with the processing, authentication and counter-checking of the application mentioned in (a) above;
 - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying/updating records of the EDB;
 - (d) Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
 - (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding/grants/subsidies, and conducting of audits;
 - (f) Activities relating to compilation of statistics, research and Government publications; and
 - (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.
2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this,

they may be transferred or disclosed to the parties or in the circumstances listed below:

- (a) other Government bureau and departments, including Hong Kong Police Force, for the purposes mentioned in paragraph 1 above;
- (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
- (c) where you have given your prescribed consent to such disclosure; and
- (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Teacher Registration Team at 2/F, Trade and Industry Tower, 3 Concorde Road, Kowloon.