

**Education Bureau**  
**Application Form for Joining the Private School List**

- Notes • Please read the “Conditions for Listing in the Private School List” (**Annex 1**) before completing the form.
- Please complete with block letters, add a  in the appropriate boxes and delete the inappropriate where \*is marked. Please use separate sheets if the space provided is not sufficient.
  - Please submit the duly completed form with the proof/supporting documents to the Infrastructure and International School Section (applicable to international schools) or School Governance and Efficiency 3 Section (applicable to other private schools) by post, email or in person.

Infrastructure and International School Section

Address: 6/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong  
 Email: [iissd@edb.gov.hk](mailto:iissd@edb.gov.hk)

School Governance and Efficiency 3 Section

Address: 3/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong  
 Email: [sge3@edb.gov.hk](mailto:sge3@edb.gov.hk)

### I. School Information

If the application is approved, the school basic information and curricula information provided below, together with the Education Bureau (EDB)'s existing records on the year of school registration, registration address, range of the approved annual school fees, and whether the school is approved to collect other charges for long-term school development, etc., will be published in the Private School List.

#### A. Basic Information

|                             |           |  |  |  |         |       |
|-----------------------------|-----------|--|--|--|---------|-------|
| School name                 | (English) |  |  |  |         |       |
|                             | (Chinese) |  |  |  |         |       |
| School number<br>(6 digits) |           |  |  |  |         | Email |
| Telephone no.               |           |  |  |  | Fax no. |       |
| School website              |           |  |  |  |         |       |

#### B. Curricula Information

|                             |   |   |
|-----------------------------|---|---|
| Level of curriculum         | <input type="checkbox"/> Secondary school <input type="checkbox"/> Primary school<br>(Please select both options if both secondary and primary schools are in operation.) |   |
| Curriculum                  | <input type="checkbox"/> Local<br><input type="checkbox"/> Non-local (Please specify the details of each level in the table below)  |   |
|                             | Level   | All non-local curricula in operation<br>(Please use separate sheets if necessary) |
|                             |   |   |
|                             |   |   |
|                             |   |   |
| Major medium of instruction |   |   |

#### C. Contact person of application (For EDB's contact regarding this application only)

|       |                    |                   |  |
|-------|--------------------|-------------------|--|
| Name  | (Position: _____ ) |                   |  |
| Email |                    | Contact phone no. |  |

| <b>II. School Operation</b>   |  |
|---|--|
| <p>Schools are required to mark a <input checked="" type="checkbox"/> in the boxes for each description that fits your school's circumstances, truthfully declare and clarify the school situation, and provide the required information, and/or the supplementary/ proof documents. If extra information or documents are required, the EDB may request them from schools as needed.</p> |  |
| <b>A. Compliance</b>  |  |
| A1  | The school has obtained the Certificate of School Registration issued by the EDB for at least two years, and provided continuous educational services over the last two school years.  |
| A2  | <input type="checkbox"/> All school managers of the school have been registered with, and the school supervisor has been approved by the EDB.  |
| A3  | <p>(i) About advisory/ warning letters from the EDB</p> <p><input type="checkbox"/> Over the past two school years, the school has <b>not</b> received any advisory/ warning letters from the EDB.</p> <p><input type="checkbox"/> Over the past two school years, the school <b>has received</b> advisory/ warning letter(s) from the EDB, and the situation mentioned in the advisory/ warning letter(s) <u>has been rectified</u>.</p> <p><input type="checkbox"/> Over the past two school years, the school <b>has received</b> any advisory/ warning letter(s) from the EDB, and the situation mentioned in the advisory/ warning letter(s) <u>has not yet been rectified</u>.</p> <p>(ii) The school has been operating in compliance with the Code of Practice for Private Schools.</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, but the school has rectified (or will rectify in the coming year) any identified irregularities, and/ or has formulated (or will formulate in the coming year) the outstanding school-based policy, to comply with the Code of Practice for Private Schools. (Please provide the details below.)</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div> <p>(iii) <input type="checkbox"/> The school pledges to operate in compliance with the Education Ordinance, Education Regulations, Code of Practice for Private Schools and other applicable guidelines.</p> |



**C. Safeguarding Key Stakeholders' Interests**

|    |   |
|----|---|
| C1 | <p>(i) About modified opinion arising from the audited accounts</p> <p><input type="checkbox"/> The school <b>has received no</b> modified opinion arising from the audited accounts over the last two financial years.<br/>The school <b>has received</b> modified opinion(s) arising from the audited accounts over the last two financial years. (Please provide details, and/ or attach supplementary documents, to prove that the modified opinions are irrelevant to the financial situation, or the situation has been / will be rectified.)</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>  |
|    | <p>(ii) About negative net worth in the audited accounts</p> <p><input type="checkbox"/> The school <b>has recorded no</b> negative net worth (i.e. total value of liabilities greater than that of assets) in the audited accounts over the past two financial years.</p> <p><input type="checkbox"/> The school <b>has recorded</b> negative net worth (i.e. total value of liabilities greater than that of assets) in the audited accounts over the past two financial years. (Please provide written undertaking from the school sponsoring body/ operator on guarantee to provide on-going financial support.)</p>  |
| C2 | <p>(i) Stakeholders of the school can participate in formulating school-based policies (e.g. parents' consultation, including key stakeholders in functional committees (such as parents)).<br/>Yes (Please briefly specify.)</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div> <p><input type="checkbox"/> No (Please submit the schedule of the implementation plan.)</p> <p>(ii) School-based policies (such as student enrolment policies, mechanisms for handling complaints) are accessible to key stakeholders on school webpage, student handbook, internal online platform, school notice boards, etc.; procedures for crisis management and staff administration policies are promulgated in the staff handbook or through regular circulation.</p> <p><input type="checkbox"/> Yes (Please briefly specify.)</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div> <p><input type="checkbox"/> No (Please submit the schedule of the implementation plan.)</p> |

**D. Other information for EDB's consideration (Optional)**

Please use separate sheets to share other information for the EDB's consideration. Highlight the efforts and achievements of the school in terms of management and organisation, learning and teaching, etc., especially regarding the support of EDB policies (e.g. promoting students' mental health and digital education).

**III. Declaration of the School**

On behalf of the applicant school, I hereby:

1. declare that the information provided above is full, complete and true to the best of my knowledge and belief, and understand that if any false information or false declaration is found, no approval will be given, or such approval will be revoked; also, the EDB will seriously follow up any false declaration/ statements, and pursue the potential legal liabilities.
2. have read and understood the Code of Practice for Private Schools and the content of the EDBCM No. 55/2026 'Private School List', and agree with the content stated in the Personal Information Collection Statement.
3. give consent to the EDB to publish the relevant information (except details in Part I. C. Contact person of application) on the EDB webpage as stated in Part I.
4. if approved for joining the Private School List, pledge to **inform the EDB in writing within 30 days** further to any change stated/declared in each part of the form above, and understand that the EDB may request our school to provide the latest information/proof for verification. If the EDB is not notified timely, the EDB may cancel the listed school status of the school subject to the situation.

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Name of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Chop

**Personal Information Collection Statement**Purpose of Collection

1. The personal data provided by you in the form will be used by EDB for one or more of the following purposes:
  - (a) Activities relating to the processing, authentication and counter-checking of joining the Private School List;
  - (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 nomination 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 EDB;
  - (d) Activities relating to compilation of the Private School List, statistics, research and Government publications; and
  - (e) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation.
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 form.

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 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) personnel, agent, service provider or organisations engaged by EDB to provide services or advice for purposes mentioned in paragraph 1 above;
  - (d) where you have given your prescribed consent to such disclosure; and
  - (e) 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 Infrastructure and International School Section (address: 6/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar) or School Governance and Efficiency 3 Section (address: 3/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong).