

#### Points to Note

- (1) To efficiently handle a large number of applications, each login to POA e-Platform (ePOA) is limited to 30 minutes. Please complete the application procedures within 30 minutes. If necessary, parents may use the "Save as draft" function and continue with the application concerned at the next login.
- (2) For parents with more than one child participating in the POA in the same year, they may use the same account bound to "iAM Smart+" to submit applications for discretionary places (DP) and check the relevant results.
- (3) Parents must be aware that if more than one DP application is submitted, regardless of whether the applications are submitted in paper form or through the ePOA, the application for DP will be rendered void.
- (4) The deadline for submission of DP applications via ePOA is 11:59pm on 29 September, 2023 (Friday) (based on system time). The network may be busy and congested on the dates / periods close to the online application deadline; and parents should reserve sufficient time to avoid delays in application.
- (5) If the school notices that the information filled or the documents submitted by the parent concerned are incorrect or incomplete, the school will "unlock" the application to let the parent rectify the information or re-submit the documents. The computer system will automatically send an email to notify the parent concerned for his/her follow-up actions.
- (6) When "unlocking" an application, the school needs to specify the information and the categories required for rectification and re-submission. Also, the school can add remarks to the relevant items, and input the deadline for re-submission to let the parent concerned understand the items that he/she needs to follow.

## Steps for Submitting DP Applications (Using "iAM Smart+")

### 1 Login ePOA Platform

- Login with the activated ePOA account, click "Open" under POA Application, then click "Apply Now" under "Application for Primary One Admission".

#### Desktop Computer Interface

The screenshot shows the POA e-Platform interface. On the left, there is a 'POA Application' section with a button labeled 'OPEN'. In the center, there is a 'Discretionary Place' section with a 'Result Release' button labeled 'COMPLETED'. On the right, there is a 'Central Allocation' section with a 'Result Release' button labeled 'VIEW'. At the bottom right, there is a 'Application for Primary One Admission (POA) 2024' section with an 'Apply Now' button.

### 2 Input Applicant Child's Particulars

#### Desktop Computer Interface

##### Application for Primary One Admission (POA) 2024

1 Applicant Child's Particulars 2 Addresses 3 Parent/Guardian's Particulars 4 Discretionary Place 5 Confirmation

POA School Net No. of Home Address  School Net

☐ Applicant child who intends to commute daily to Hong Kong.

#### Part A: Applicant Child's Particulars

Name (in English)

Name (in Chinese)

Name of Applicant Child

Document Type

Select

Document No. ⓘ

e.g. A1234567

Sex

☐ Male ☐ Female

Document No, Sex and Date of Birth

Date of Birth

☐ Children with Special Educational Needs

☐ Cannot Use Chinese As Learning Medium

Next >

- Please enter the POA School Net No. of Home Address, Applicant Child's Names in English and Chinese, Document Type and No., Sex and Date of Birth.
- Parents can tick "Children with Special Educational Needs" and / or "Cannot use Chinese As Learning Medium", if necessary.
- After filling in the particulars, click "Next".

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#### Input Correspondence Address and Residential Address

##### Desktop Computer Interface

###### Correspondence Address

Preferred Language of Address

☒ English ☐ Chinese

Flat (optional)

Floor (optional)

Block (optional)

Building Name

Estate / Village

No. and Street Name

Area

☒ Hong Kong ☐ Kowloon ☐ New Territories ☐ Mainland China

District

Please Select

###### Residential Address

☒ Same as Correspondence Address

☐ Different from Correspondence Address

Next >

< Previous Step

Save as draft >

Cancel Application

- Please enter Correspondence Address and Residential Address, then click "Next".

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#### Input Parent / Guardian's Particulars

##### Desktop Computer Interface

###### Part B: Parent / Guardian's Particulars

Name (in English)

LO MIU TSING

Name (in Chinese)

盧妙瑛

Document Type

Hong Kong Identity Car...

Document No. ⓘ

G5520664

Home Tel. No.

Daytime Contact Tel. No. / Mobile Phone

Email Address

aeospa13@edb.gov.hk

Relationship with Applicant Child

Select

Next >

< Previous Step

Save as draft >

Cancel Application

- Please enter Home Tel. No., Daytime Contact Tel. No. / Mobile Phone, and Relationship with Applicant Child, then click "Next".

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#### Choose the School applying for a Discretionary Place

##### Desktop Computer Interface

1 Applicant Child's Particulars 2 Addresses 3 Parent/Guardian's Particulars 4 Discretionary Place 5 Confirmation

Do you apply for a Discretionary Place?

☒ Apply ☐ Do not apply

 Primary School Lists for Discretionary Places >

##### **Part C: To be completed only if applying for a Discretionary Place**

Name of School applied for

 Search by School Code or School Name

- Please enter the School Code or the keyword of the School Name, or click "Primary School Lists for Discretionary Places" on the right hand side.

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#### Search the Preferred School

##### Desktop Computer Interface

##### Primary School List for POA 2024

POA School Net

Please Select

POA School Net and Area Look-up Table

School Session

Please Select

School Type

Please Select

Finance Type

Please Select

Religion

Please Select

School Name

Search

Reset

##### Primary School List for POA 2024

< Search Again

5 Schools Found

Education Primary School

教育小學

Session WHOLE DAY  
School Type CO-EDUCATIONAL  
Finance Type AIDED  
Religion  
School Net 02  
Discretionary Places Quota 25

School No. 260037



Humble Primary School

謙虛小學

Session WHOLE DAY  
School Type CO-EDUCATIONAL  
Finance Type AIDED  
Religion  
School Net 02  
Discretionary Places Quota 25

School No. 529192



 Primary School Lists for Discretionary Places >

- The System has only included school choices that match the student's gender. Parents can search the schools of their choices based on different filter criteria.

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#### Browse School Information

##### Desktop Computer Interface

- Browse the school information and add the school concerned to the choice. Parents can click the buttons on the Primary School Lists so as to browse the school website, the school's primary school profile and the relevant remarks.

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Choose "(A) Sibling(s) studying or Parent(s) working in the primary school applied for" or "(B) Discretionary Places allocated according to points system".

- If "(A) Sibling(s) studying or Parent(s) working in the primary school applied for" is "No", parents must choose one item from Item 1-5 and one item from Item 6-7 according to the Points System.

##### Desktop Computer Interface

#### 7 Upload Supporting Documents

- Parents should upload the copies of applicant child's identity document and proof of residential address (mandatory).
- According to items of the Points System, parents may upload other documents, such as handbook of siblings, graduation certificates and baptism certificates, etc.
- Please note that only image files (GIF \ BMP \ PNG \ JPEG) and PDF files are accepted. Maximum size of total files uploaded is 20 MB.
- Click "Next" after uploading all supporting documents.

##### Desktop Computer Interface

**Upload Supporting Documents**  
Please upload documents for verification.  
① Maximum 20mb of total files uploaded (0.00MB/20mb used)  
② Accept PDF and image file only

**Identity Document Copy of the Applicant Child**

No file selected

**Copy of Proof of Residential Address (e.g.: stamped tenancy agreement, demand note for rates, public housing tenancy agreement or water / electricity / town gas / residential telephone bills. )**

No file selected

**Copy of Document for Discretionary Places Allocated According to Points System or Other Document Copies**

No file selected

**Next >**

**Mandatory**

#### 8 Cross-check and confirm the information provided for POA Application

- Please cross-check and confirm the information provided for POA application, read and acknowledge the relevant statements, then click "Signing with iAM Smart".

##### Desktop Computer Interface

**Application for Primary One Admission (POA) 2024**

1 Applicant Child's Particulars 2 Addresses 3 Parent/Guardian's Particulars 4 Discretionary Place 5 Confirmation

POA School Net No. of Home Address 12

**Part A: Applicant Child's Particulars**

Name (In English)	ABC
Name (In Chinese)	
Document Type	Other
Document No.	12345678
Sex	Female
Date of Birth	2018-12-12

☒ I have read and acknowledged the [Points to Note](#) and [Personal Information Collection Statement](#).

☒ I confirm the correctness of all the above information provided for this POA application.

**Signature of Parent / Guardian**

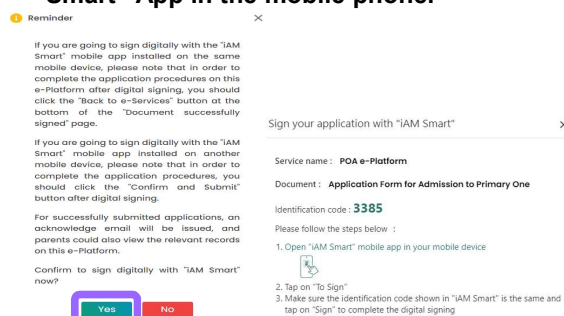
**Confirm And Submit**

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#### Sign by using "iAM Smart"

##### Parents using **COMPUTER's** browser

- The System pops up a message box about digital signature. After confirmation, the System will remind parents to open the "iAM Smart" App in the mobile phone.



##### Parents using **MOBILE PHONE's** browser

- Open the "iAM Smart" App in the mobile phone, then click "Sign" to proceed.

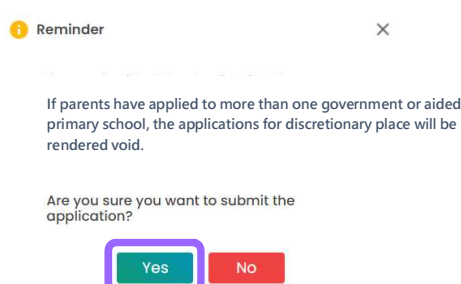
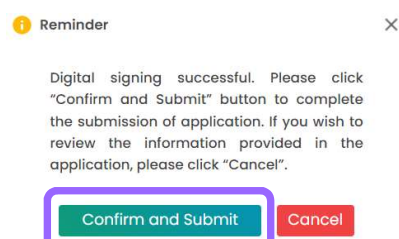


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#### Confirm and Submit the Application

- The System reminds the parent that the application is signed successfully, then click "Confirm and Submit" to submit the application.
- Then, the System will also remind parents that they can only apply for one school.

##### Desktop Computer Interface



- After confirmation, the System will pop up a message box to inform parents that the application has been submitted.
- Besides, the System will show the applicant child's "POA Application No." which can be used for enquires and relevant applications later on.

##### Desktop Computer Interface

uat-epoa.edb.gov.hk says  
Your application is submitted

OK

Submitted Successfully

Your application for Primary One Admission 2024 is submitted.

POA Application No. **89003659**  
Submitted Record

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#### View and Print the POA Application Information

- Parents can view the POA application information and print the related information via e-Platform for retention, if necessary.

##### Desktop Computer Interface

#### Application for Primary One Admission (POA) 2024

Application History	Status	Date and Time
Application for Primary One Admission (POA) 2024	SUBMITTED	04.08.2023 15:12:06

#### Application for Primary One Admission (POA) 2024

##### Submitted Record

Date Submitted 04.08.2023 15:12:06

Print

POA Application No. 89003659  
POA School Net No. of Home Address 02

##### Part A: Applicant Child's Particulars

Name (in English) ABC  
Name (in Chinese)  
Document Type Other  
Document No. 12345678  
Sex Female  
Date of Birth 12/12/2018

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#### Receive Acknowledgement Email

- Parents can receive the acknowledgement email in their personal email boxes.

##### Desktop Computer Interface

遞交小一入學申請表 / Submission of Application Form for Admission to Primary One

espatest@edb.gov.hk  
收件者: 您

週一 2023/5/26 下午 04:03

To Parent / Guardian:

The Application Form for Admission to Primary One of Applicant Child (POA Application Number: 89003349) is submitted via ePOA.

For enquiries, please contact the primary school applied for or the School Places Allocation Section of the EDB at 2832 7700 or 2832 7740.

School Places Allocation Section, Education Bureau

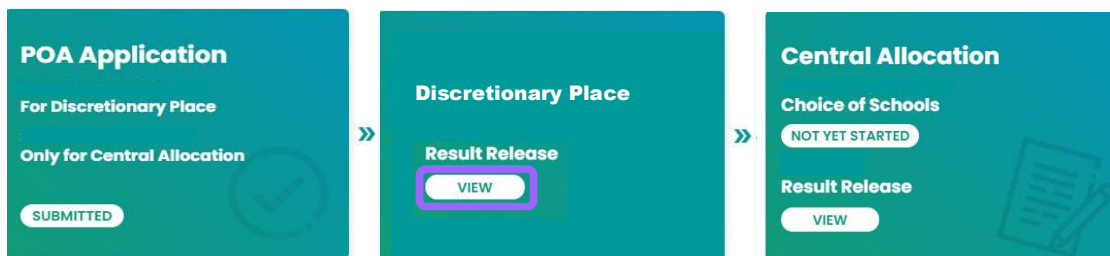
(Please do not reply to this e-mail as it comes from an automated mailbox.)



#### 1 Login the POA e-Platform

- Login with the activated ePOA account, then click "VIEW" under "Result Release".

##### Desktop Computer Interface



#### 2 Check Discretionary Places Results

- The System will show the information of allocated school for successful application. Otherwise, the System will show "Your application for Discretionary Place is not successful."

##### Desktop Computer Interface

##### Results of Primary One Discretionary Places

The screenshot displays the 'Results of Primary One Discretionary Places' interface. It is divided into two sections:

- Successful Application**: A form with fields for Year of Allocation, POA Application No., Name of Student, Sex, Date of Birth, Name of School Allocated, School Address, Contact Tel. No., and School Profile (with a link icon).
- Unsuccessful Application**: A form with fields for Name of Student and POA Application No., followed by a message box stating: "Your application of Discretionary Place is not successful."

\*The user interface of the relevant POA e-platform is for reference only.  
(the interface may be subject to modification due to system development.)

Publishing Date : August 2023



Parents may refer to the "iAM Smart" website about the registration methods of "iAM Smart" / "iAM Smart +".  
Link: <https://www.iamsmart.gov.hk/en/reg.html> or scan the QR code on the right.



"iAM Smart" Homepage  
<https://www.iamsmart.gov.hk/en/>  
or scan the QR code on the left

POA e-Platform Homepage  
<https://epoa.edb.gov.hk/login?lang=en>  
or scan the QR code on the right

