Points to Note

(1) Parents/guardians who have submitted the "Application Form for Admission to Primary One" at the Discretionary Admission (DP) Stage are not required to re-submit the form.

(2) The person signing as the "Parent/Guardian" in the "Application Form for Admission to Primary One" will be regarded as the person fully responsible for processing the Primary One Admission application for the applicant child (including making school choices at the Central Allocation Stage).

(3) In general, once the account is activated (i.e. after binding the applicant child's POA e-Platform (ePOA) account with parent's/guardian's "iAM Smart+"/"iAM Smart" account), the account binding cannot be changed.

(4) To efficiently handle a large number of applications, each login to 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.

(5) If the information filled or the documents submitted by the parent concerned are incorrect or incomplete, Education Bureau (EDB) will "unlock" the application to let the parent rectify the information or re-submit the documents.

(6) 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 CA and check the relevant results.

(7) The deadline for submitting application for POA (CA Only) via ePOA is 11:59 pm on 26 January, 2024 (Friday) (based on system time). The network may be busy and congested on the dates/in the periods close to the online application deadline; parents should reserve sufficient time to avoid delays in the application.

Steps for Submitting Application for POA (CA Only) (Using "iAM Smart+")

1 Login ePOA Platform

- Login the ePOA account, click "Open" under POA Application, then click "Apply Now" under "Application for Primary One Admission (POA) 2024".

2 Input Applicant Child's Particulars

- 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".

3 — **Input Correspondence Address and Residential Address**

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 and then click "Next".

4 — **Input Parent / Guardian's Particulars**

Computer Interface

Part B: Parent / Guardian's Particulars

Name (in English)
CHAN TAI MAN

Name (in Chinese)
陳大文

Document Type   Document No.
01 Hong Kong Identity C...   e.g. A1234567

Home Tel. No.

Daytime Contact Tel. No. / Mobile Phone

Email Address
epoa32@outlook.com

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, and then click "Next.

5

Upload Supporting Documents

- Parents should upload the copies of applicant child's identity document and proof of residential address (mandatory).
- 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.

Computer Interface

Application for Primary One Admission (POA) 2024

| 1 Applicant Child's Particulars | 2 Addresses | 3 Parent/Guardian's Particulars | 4 Upload Supporting Documents | 5 Confirmation |

Do you apply for a Discretionary Place?

○ Apply ● Do not apply

Upload Supporting Documents

Please upload documents for verification.
ⓘ Maximum 20mb of total files uploaded (0.00MB/20mb used)
ⓘ Accept PDF and Image file only

Birth Certificate Copy of the Applicant Child (If the applicant child was not born in Hong Kong, please supplement valid travel document and other document(s) permitting to stay in Hong Kong) (Mandatory)

| Choose File | 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) (Mandatory)

| Choose File | No file selected |

Mandatory

[Next >]

6 **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, and then click "Signing with iAM Smart".

Computer Interface

Application for Primary One Admission (POA) 2024

1 Applicant Child's Particulars	2 Addresses	3 Parent/Guardian's Particulars	4 Upload Supporting Documents	5 Confirmation

POA School Net No. of Home Address   02
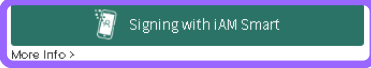
Part A: Applicant Child's Particulars

Name (in English)	CHAN SIU WAI
Name (in Chinese)	陳小慧
Document Type	00 Hong Kong Birth Certificate
Document No.	S5741256
Sex	Female
Date of Birth	2018-09-11

☑ 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

📱 Signing with iAM Smart

More Info >

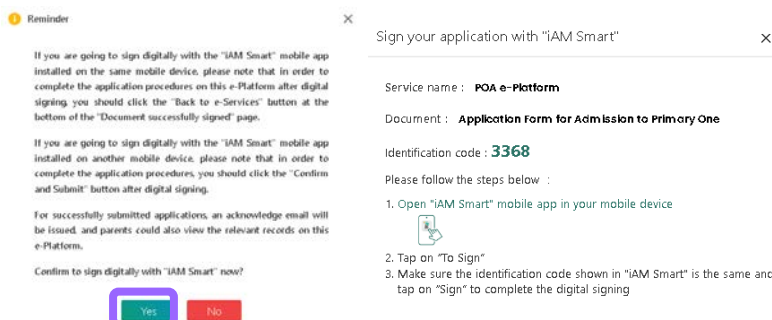**Confirm And Submit**

---

7 **Sign with "iAM Smart+"**

Using COMPUTER browser

- The system will 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.
- If you are going to sign digitally with the "iAM Smart" mobile app installed on the same mobile device, please note that in order to complete the application procedures on this e-Platform after digital signing, you should click the "Back to e-Services" button at the bottom of the "Document successfully signed page.

⚠ Reminder   ✕

If you are going to sign digitally with the "iAM Smart" mobile app installed on the same mobile device, please note that in order to complete the application procedures on this e-Platform after digital signing, you should click the "Back to e-Services" button at the bottom of the "Document successfully signed" page.

If you are going to sign digitally with the "iAM Smart" mobile app installed on another mobile device, please note that in order to complete the application procedures, you should click the "Confirm and Submit" button after digital signing.

For successfully submitted applications, an acknowledge email will be issued, and parents could also view the relevant records on this e-Platform.

Confirm to sign digitally with "iAM Smart" now?

[Yes] [No]

Using MOBILE PHONE browser

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

Sign your application with "iAM Smart"   ✕

Service name : **POA e-Platform**

Document : **Application Form for Admission to Primary One**

Identification code : **3368**

Please follow the steps below :

1. Open "iAM Smart" mobile app in your mobile device
2. Tap on "To Sign"
3. Make sure the identification code shown in "iAM Smart" is the same and tap on "Sign" to complete the digital signing

Please check the information of the signed documents, and agree to sign

- Organisation Name
  EDB
- Service Name
  POA e-Platform
- Document Name
  Application Form for Admission to Primary One
- Identification Code
  3368

[Sign]

Cancel

8

Confirm and Submit the Application

- A reminder of successful digital signing is shown. Click "Confirm and Submit" and then click "Yes" to submit the application.

Computer Interface

ℹ️ Reminder ✕

Digital signing successful. Please click "Confirm and Submit" button to complete the submission of application. If you wish to review the information provided in the application, please click "Cancel".

[Confirm and Submit] [Cancel]

ℹ️ Reminder ✕

Are you sure you want to submit the application?

[Yes] [No]

- After confirmation, message box pops up to inform parents that the application has been submitted.
- The applicant child's "POA Application No." can now be used for enquires and relevant applications later on.

Computer Interface

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

[OK]

✓ **Submitted Successfully**

Your application for Primary One Admission 2024 is submitted.

POA Application No 17501814
Submitted Record

9

View and Download the POA Application Information

- Parents can view the POA application information and download the related information via e-Platform for their own records, if necessary.

Computer Interface

Application for Primary One Admission (POA) 2024

Application History	Status	Date and Time
Application for Primary One Admission (POA) 2024	SUBMITTED	11.12.2023 11:32:16

Application for Primary One Admission (POA) 2024
Submitted Record
Date Submitted   11.12.2023 11:32:16   ⬇ Download

POA Application No.	17501814
POA School Net No. of Home Address	02

Part A: Applicant Child's Particulars

Name (in English)	CHAN SIU WAI
Name (in Chinese)	陳小慧
Document Type	00 Hong Kong Birth Certificate
Document No.	S5741256
Sex	Female
Date of Birth	11/09/2018

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Receive Acknowledgement Email

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

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

To Parent / Guardian:

The Application Form for Admission to Primary One of Applicant Child (POA Application Number: 17501814) is submitted via ePOA.

For enquiries, please contact 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.)

*The user interface of the relevant POA e-platform is for reference only.
(The interface may be different subject to modifications due to system development.)   Publishing Date：December 2023

智方便 iAM Smart

Parents may refer to the "iAM Smart" website for 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
or scan the QR code on the right

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