

Apart from submitting primary one applications and checking results, parents who have registered as users of "POA e-Platform" and bound their accounts with "iAM Smart +" mobile application can also submit the application for the Change of Personal Particulars.

Points to Note

- (1) Parents should input information that needs to be updated only. Other fields can be left blank.
- (2) This form is for changing applicant child's personal particulars only. For transferring school nets due to the change of address, please refer to Parent Guide (7) (EDB website link: EDB website > Education System and Policy > Primary and Secondary Education > School Places Allocation Systems > Primary One Admission System > Primary One Application e-Platform > (VII) Transfer of School Net > Pamphlet).
- (3) Please prepare the documents required as below.

Item	Document Required
Personal Particulars (Applicant Child, Parent / Guardian)	Relevant Identity Document including Birth Certificate, Travel Document, Deed Poll
Residential Address (Same School Net)	Address Proof Documents*
Correspondence Address (No change of Residential Address)	Not Applicable
Adding / Deleting the Item 'Children with Special Education Needs'	
Adding / Deleting the Item 'Cannot Use Chinese as Learning Medium'	

*Acceptable Hong Kong residential address proof documents include stamped tenancy agreement, demand note for rates and/or government rent, tenancy agreement or tenant's rent card issued by the public housing authorities, residential telephone bill, and the bills from various utility companies, like Towngas, HK Electric Company Ltd., Water Supplies Department, etc. Other documents such as bank statements, mobile phone bills, court summons and tax demand notes will not be accepted.

- (4) To efficiently handle a large number of applications, each login to ePOA is limited to 30 minutes. Please complete the application within 30 minutes. If necessary, parents may use the "Save as draft" function and continue the application at the next login.
- (5) Please note that successful submission of application does not mean your application has been approved. EDB may request you to submit other supplementary documents to process your application, if necessary.
- (6) If parents login to the "POA e-Platform" directly through "iAM Smart" mobile app, they must set Chrome as their default browser for Android devices, or set Safari as their default browser for iOS devices (Non-Private Mode).

ePOA Change of Personal Particulars Procedures

1

Step 1: Login ePOA Platform

- Login "POA e-Platform". Then, click "Change of Personal Particulars" on the left menu.

Desktop Computer Interface

The screenshot displays the ePOA Desktop Computer Interface. On the left is a navigation menu with the following items:

- POA Application
 - For Discretionary Place (OPEN)
 - For Central Allocation
- Discretionary Place
 - Result Release (OPEN)
- Central Allocation
 - Choice of Schools (OPEN)
 - Result Release
- Other Applications
 - Transfer of School Net (OPEN)
 - Change of Personal Particulars (OPEN)** (highlighted with a purple box)

The main content area features three large teal cards:

- POA Application**: For Discretionary Place, Only for Central Allocation. Status: SUBMITTED.
- Discretionary Place**: Result Release. Status: VIEW.
- Central Allocation**: Choice of Schools. Status: SUBMITTED. Date: 5.6.2024. Result Release: NOT YET RELEASED.

Below the cards are sections for "Latest News & Updates" and "Useful Links".

Latest News & Updates

Useful Links

- Information Leaflet on "Primary One Admission for September 2024"
- Primary School Profiles
- Video on "Primary One Admission System"
- PowerPoint on "Primary One Admission" for Parents (Chinese version only)
- Powerpoint on Education Support for NCS Students
- PowerPoint on "Primary One Admission" for Kindergartens Principals and Teachers (Chinese version only)
- Report on Primary One Admission 2022
- Powerpoint on "Primary One Admission" for Parents of Non-Chinese Speaking (NCS) Students

2

Step 2: Click “Change of Personal Particulars”

- Click “Apply Now” at the page “Application for Change of Personal Particulars”.
- Please note that, parents should input information that **needs to be updated** only. Other fields can be left blank.

Desktop Computer Interface

ePOA

POA e-Platform
Primary One
Admission 2024

Applicant child
CHAN SIU CHUN
POA Application No. 17501806

POA Application

For Discretionary Place **OPEN**

For Central Allocation

Discretionary Place

Result Release **OPEN**

Central Allocation

Choice of Schools **OPEN**

Result Release

Other Applications

Transfer of School Net **OPEN**

Change of Personal Particulars **OPEN**

Application for Change of Personal Particulars

Note:

- (1) Please fill in the updated information in the item(s) concerned (other fields may leave blank).
- (2) This form is not applicable to transfer of school net. If you need to transfer the school net due to the change of residential address, please contact the School Places Allocation Section at (852) 2832 7700.
- (3) This form is not applicable to change of parent/guardian. For enquiries, please contact the School Places Allocation Section at (852) 2832 7700.



POA Applicant Child's Data Updating Form
Change Personal Particular Application

Apply Now

3.1 Step 3: Input information that needs to be updated

(1) Update applicant child's personal particulars:

- Input the new applicant child's personal particulars, and then click "Next".

Computer Interface

Application for Change of Personal Particulars

1 Applicant Child's Particulars > 2 Addresses > 3 Parent/Guardian's Particulars > 4 Declaration > 5 Confirmation

POA Application No. 17501806

Applicant Child's Name CHAN SIU CHUN

Note:
Please fill in the updated information in the item(s) concerned (other fields may leave blank).

Part A: Applicant Child's Particulars

Name (in English)

CHAN SIU CHUN MARY

Name (in Chinese)

Document Type

- Please Select -

Document No.

e.g. A1234567

Sex

Male Female

Date of Birth

Children with Special Educational Needs

Yes No

Cannot Use Chinese As Learning Medium

Yes No

Next

3.2

Step 3: Input information needs to be updated

(2) Update correspondence address / residential address (same School Net):

- Please note that, this form is for changing applicant child's personal particulars only. If parents need to transfer the school net due to the change of address, please refer to Parent Guide (7).
- Input the new correspondence address, and then click "Next".
- Parents also need to complete Part C of this form.

Computer Interface

Application for Change of Personal Particulars

1 Applicant Child's Particulars > 2 **Addresses** > 3 Parent/Guardian's Particulars 4 Declaration 5 Confirmation

Note:

- (1) Please fill in the updated information in the item(s) concerned (other fields may leave blank).
- (2) This form is not applicable to transfer of school net. If you need to transfer the school net due to the change of residential address, please contact the School Places Allocation Section at (852) 2832 7700.

Correspondence Address

Preferred Language of Address

English Chinese

Flat

c

Floor

8

Block

4

Building Name

Estate / Village

WAI YI GARDEN

No. and Street Name

123 CHUNG MEI ROAD

Area

Hong Kong Kowloon New Territories Mainland China

District

10 - KWAI TSING DISTRICT

Residential Address

- Same as Correspondence Address
- Different from Correspondence Address

Next

3.3

Step 3: Input information that needs to be updated

(3) Update parent / guardian's particulars:

- Input the new parent / guardian's personal particulars, and then click "Next".
- This form is not applicable to change of parent / guardian.

Computer Interface

Application for Change of Personal Particulars

1 Applicant Child's Particulars 2 Addresses **3 Parent/Guardian's Particulars** 4 Declaration 5 Confirmation

Note:

- (1) Please fill in the updated information in the item(s) concerned (other fields may leave blank).
- (2) This form is not applicable to change of parent/guardian. For enquiries, please contact the School Places Allocation Section at (852) 2832 7700.

Part B: Parent / Guardian's Particulars

Name (in English)

CHAN TAI MAN JOHN

Name (in Chinese)

Document Type

Please Select

Document No.

Home Tel. No.

N/A

Daytime Contact Tel. No. / Mobile Phone

N/A

Relationship with Applicant Child

Please Select

Next

4 Step 4: Input information in Parent / Guardian's Declaration

- Please provide the date of residing at the new address if you move to a new address.

Computer Interface

Application for Change of Personal Particulars

1 Applicant Child's Particulars 2 Addresses 3 Parent/Guardian's Particulars **4 Declaration** 5 Confirmation

Part C: Parent / Guardian's Declaration

Are you updating Residential Address?

Yes No

I declare that **CHAN SIU CHUN** and I

have been residing at the new address since

18/03/2024

will move to the new address on

I certify that all the information submitted to the Education Bureau is true and accurate. I understand that if I give any false information, the applicant child's application for admission to primary one will be rendered void and the school place allocated will be forfeited.

5 Step 5: Upload Supporting Documents

- Upload supporting documents. Details can be seen at Point 3 of Points to Note of this Guide (P.1).
- Click "Next" after finish.

Computer Interface

Upload Supporting Documents

Choose File

1 file uploaded

Testing.pdf

0.10mb



① Maximum 20mb of total files uploaded (0.10MB/20mb used)

② Accept PDF and Image file only

Next

6 Step 6: Confirm the Information Provided for the Change of Personal Particulars

- Please double check and confirm the information provided for the Change of Personal Particulars. Read and acknowledge the relevant statements, and then click "Signing with iAM Smart".

Computer Interface

Application for Change of Personal Particulars

POA Application No. 17501806

Applicant Child's Name CHAN SIU CHUN

Part A: Applicant Child's Particulars

Name (in English) CHAN SIU CHUN MARY

Name (in Chinese)

Document Type

Document No.

Sex

Date of Birth

Children with Special Educational Needs


Cannot Use Chinese As Learning Medium

 Edit

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

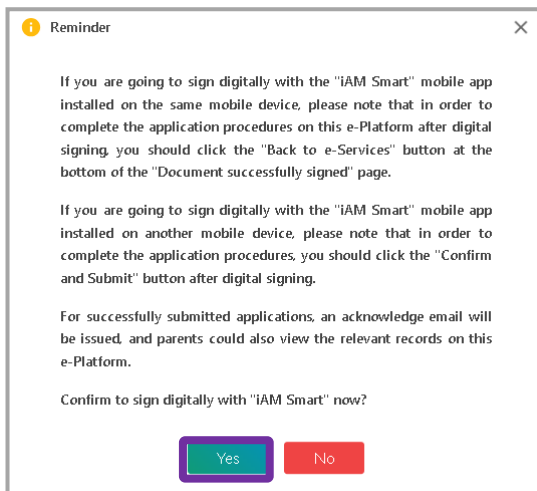
[More Info >](#)

7 Step 7: Sign with "iAM Smart+"

- Please note that successful submission of application does not mean your application has been approved. EDB may request you to submit other supplementary documents to process your application, if necessary.

Computer Interface

- The system will pop 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 in 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.



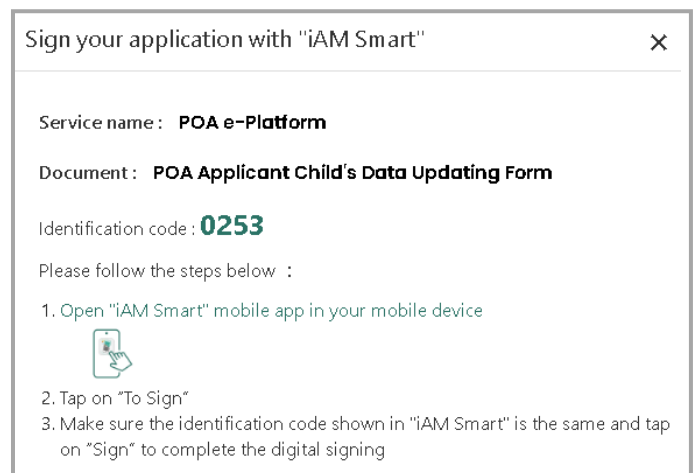
Reminder

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?



Sign your application with "iAM Smart"


Service name : **POA e-Platform**

Document : **POA Applicant Child's Data Updating Form**

Identification code : **0253**

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

Smartphone Interface

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

Please check the information of the document to be signed and confirm signing



• Organisation Name
EDB

• Service Name
POA e-Platform

• Document Name
POA Applicant Child's Data Updating Form

• Identification Code
0253

8 Step 8: Confirm and Submit the Application

- The System will remind the parent that the application is signed successfully. Click "Confirm and Submit" to submit the application.

Computer Interface

The first screenshot shows a dialog box titled "Reminder" with an information icon. The text inside reads: "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'." Below the text are two buttons: "Confirm and Submit" (green) and "Cancel" (red).

A red arrow points from the "Confirm and Submit" button in the first dialog to the second dialog box.

The second screenshot shows a dialog box titled "Reminder" with an information icon. The text inside reads: "Are you sure you want to submit the application?" Below the text are two buttons: "Yes" (green) and "No" (red).

- After confirmation, the System will pop up a message box to inform parents that the application has been submitted.
- Please note that successful submission of application does not mean that your application has been approved. EDB may request you to submit other supplementary documents to process your application, if necessary.

Computer Interface

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

OK

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Step 9: View the Change of Personal Particulars Application

- Parents can view the Change of Personal Particulars application information and download the related information via e-Platform for retention.


Desktop Computer Interface

Application for Change of Personal Particulars

Note:

- Please fill in the updated information in the item(s) concerned (other fields may leave blank).
- This form is not applicable to transfer of school net. If you need to transfer the school net due to the change of residential address, please contact the School Places Allocation Section at (852) 2832 7700.
- This form is not applicable to change of parent/guardian. For enquiries, please contact the School Places Allocation Section at (852) 2832 7700.

Application History	Status	Date Submitted	Approval Status
Application for Change of Personal Particulars	SUBMITTED	25.03.2024 15:05:20	Processing

 Please contact EDB if you would like to amend your submitted application.

 **Submitted Successfully**

Your application for Change of Personal Particulars is submitted.

Submitted Record

Date Submitted 25.03.2024 15:05:20

 **Download**

POA Application No.	17501806
Applicant Child's Name	CHAN SIU CHUN

Part A: Applicant Child's Particulars

Name (in English)	CHAN SIU CHUN MARY
Name (in Chinese)	
Document Type	
Document No.	
Sex	
Date of Birth	

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Step 10: Download the Change of Personal Particulars Application

- Click "Download" and view the PDF file of the Submitted Application.

Computer Interface



Your application for Change of Personal Particulars is submitted.

Submitted Record

Date Submitted 25.03.2024 15:05:20

[Download](#)

小一入學申請編號 POA Application No. 17501806	教育局 EDUCATION BUREAU 小一入學申請兒童資料更新表格 POA APPLICANT CHILD'S DATA UPDATING FORM	住所所屬 小一學校網編號 POA SCHOOL NET NO. OF HOME ADDRESS	02
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甲部：申請兒童資料 PART A: APPLICANT CHILD'S PARTICULARS	
姓名 (中文)	
NAME (IN ENGLISH)	CHAN SIU CHUN MARY
證件編號 DOCUMENT NO.	
證件類別 DOCUMENT TYPE	
性別 SEX	
出生日期 (DD-MM-YYYY) DATE OF BIRTH	

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Step 11: Receive Application Confirmation Email

- **Parents will receive the application confirmation email in their personal email boxes.**

Desktop Computer Interface

遞交更改個人資料申請 / Submission of Application for Changing Personal Particulars

To Parent / Guardian:

The Application for Changing Personal Particulars of Applicant Child (POA Application Number: 17501806) 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.)

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Step 12: Receive Confirmation Email of Being Accepted / Rejected the Application

- **Parents will receive the confirmation email of being accepted / rejected the application in their personal email boxes.**

Computer Interface

接納更改個人資料申請 / Application for Changing Personal Particulars Accepted

To Parent / Guardian:

Application for changing personal particulars of Applicant Child (POA No.:17501806) had been accepted.

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.)

Computer Interface

不接納更改個人資料申請 / Application for Changing Personal Particulars Rejected

To Parent / Guardian:

Application for changing personal particulars of Applicant Child (POA No.:17501806) had been rejected.

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 for system developments.)

Publishing Date: April 2024



Parents may refer to the "iAM Smart" [website](https://www.iamsmart.gov.hk/en/reg.html) 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>
or scan the QR code on the right

