

Points to Note

- (1) Parents/guardians who have successfully 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) For the Account Registration and Login Procedures, please refer to Parent's Guide (I) (Website link: Education Bureau (EDB) website > Education System and Policy > Primary and Secondary Education > School Places Allocation Systems > Primary One Admission System > Resources on ePOA > (I) Account Registration and Login Procedures > Pamphlet).
- (5) 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.
- (6) If the information filled or the documents submitted by the parent concerned are incorrect or incomplete, EDB will "unlock" the application to let the parent rectify the information or re-submit the documents. At the same time, EDB will also contact and remind the parents concerned.
- (7) The deadline for submission of CA applications via ePOA is 11:59 pm on 23 January, 2026 (Friday) (based on the 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 Central Allocation Applications (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)".

Computer Interface

2 Input Applicant Child's Particulars

Computer Interface

Application for Primary One Admission (POA)

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
Please Select **School Net**

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

Part A: Applicant Child's Particulars Name of Applicant Child

Name (in English) (Agree with that on identity document and start with surname)

Name (in Chinese) (Agree with that on identity document and start with surname)

Document Type

Document No.

Sex
☐ Male ☐ Female

Date of Birth

Document No, Sex and 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 check the boxes for "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 (Agree with that on document submitted)

Preferred Language of Address
☒ English ☐ Chinese

Flat Floor Block

Building Name

Estate / Village

No. and Street Name

Area
☒ Hong Kong ☐ Kowloon ☐ New Territories ☐ Mainland / Others

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's / Guardian's Particulars

Computer Interface

Part B: Parent's / Guardian's Particulars

Name (in English)
CHAN, TAI MAN PETER.

Name (in Chinese)
陳太文

Document Type Document No.

Hong Kong Identity ... 05520737

Home Tel. No.

Daytime Contact Tel. No. / Mobile Phone No.

Email Address
epoa.espa.24@gmail.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 No., and Relationship with Applicant Child, and then click "Next".

5a

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 "Choose File" to upload the supporting documents and then click "Next" after uploading all supporting documents.

Computer Interface

Application for Primary One Admission (POA)

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.

- ① Maximum 20mb of total files uploaded (0.00MB/20mb used)
- ① 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

5b

Select the file to be uploaded

- Click "Select File" to choose the file to be uploaded.

Computer Interface

Preview and confirm

This is 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)

☐ I hereby confirm that the supporting document uploaded is complete and legible. Furthermore, I fully comprehend that if the supporting document is incomplete or inconsistent with the information provided, the application may be affected.

Select File

Confirm and Upload

5c

Confirm and upload the file needed

- Preview the document to be uploaded, confirm that the supporting document uploaded is complete and legible. Then click "Confirm and Upload".

Computer Interface

Preview and confirm

This is 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)

— + 縮放至頁面大小

↺ ↻



☒ I hereby confirm that the supporting document uploaded is complete and legible. Furthermore, I fully comprehend that if the supporting document is incomplete or inconsistent with the information provided, the application may be affected.

Re-select File

Confirm and Upload

6 Check and confirm the information provided for POA Application

- Please 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)

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 WAH
Name (in Chinese)	陳小華
Document Type	00 Hong Kong Birth Certificate
Document No.	S3338888
Sex	Female
Date of Birth	2019-12-15

[Edit](#)

☒ I have read and acknowledged the [Points to Note](#) and [Personal Information Collection Stat](#)
☒ I confirm the correctness of all the above information provided for this POA application.

Signature of Parent / Guardian

[Sign with iAM Smart](#)

[More info >](#)

[Confirm And Submit](#)

7 Sign with "iAM Smart+"

Using COMPUTER browser

- 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 parents 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, they should click the "Back to e-Services" button at the bottom of the "Document successfully signed" page.

Reminder

Sign your application with "iAM Smart"

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](#)

Service name: **POA e-Platform**

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

Identification code: **9169**

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

Using MOBILE PHONE browser

- Open the "iAM Smart" App in the mobile phone, and then click "Confirm Signing" 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	Application Form for Admission to Primary One
• Identification Code	9169

[Confirm Signing](#)

[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

 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

 Reminder

Reminder

×

Are you sure you want to submit the application?

Yes

No

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

Computer Interface

epoa.edb.gov.hk says

Your application is submitted



Submitted Successfully

OK

Your application for Primary One Admission is submitted.

POA Application No. **22000852**

Submitted Record

- 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.

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)

Application History	Status	Date and Time
Application for Primary One Admission (POA)	SUBMITTED	13.11.2025 09:56:49

Application for Primary One Admission (POA)

Submitted Record

Date Submitted 13.11.2025 09:56:49

Download

POA Application No.	22000852
POA School Net No. of Home Address	02
Part A: Applicant Child's Particulars	
Name (in English)	CHAN SIU WAH
Name (in Chinese)	陳小華
Document Type	00 Hong Kong Birth Certificate
Document No.	S3338888
Sex	Female
Date of Birth	15/12/2019

10 Receive Confirmation Email for successfully submitted application

- Parents can check the confirmation 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

To Parent / Guardian:

The Application Form for Admission to Primary One of Applicant Child (POA Application Number: 22000852) 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 : November 2025



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

