POA e-Platform Parent's Guide (IV)

Application for POA (Central Allocation (CA) Only)

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.

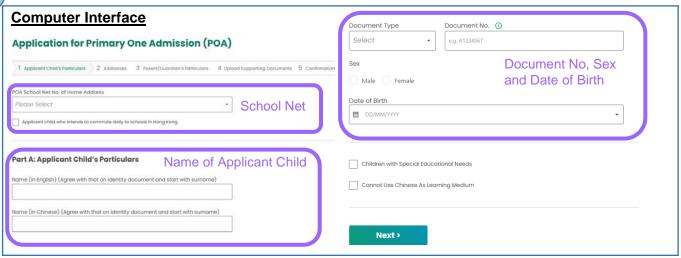
Steps for Submitting Central Allocation Applications (Using "iAM Smart+")

Login ePOA Platform

• Login the ePOA account. Click "Open" under POA Application. Then click "Apply Now" under "Application for Primary One Admission (POA)".

POA Application For parents who wish to apply for Central Allocation only, they should submit application to the EDB Central Allocation Choice of Schools Result Release COMPLETED Application for Primary One Admission Apply Now Apply Now Apply Now Apply Now Apply Now Apply Now

2 Input Applicant Child's Particulars



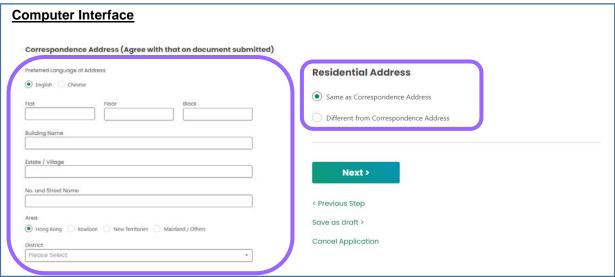
- Please enter the POA School Net No. of Home Address, Applicant Child's Names in English and Chinese, Document Type and No., Sex and Date of Birth.
- Parents can check the boxes for "Children with Special Educational Needs" and / or "Cannot use Chinese As Learning Medium", if necessary.
- After filling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

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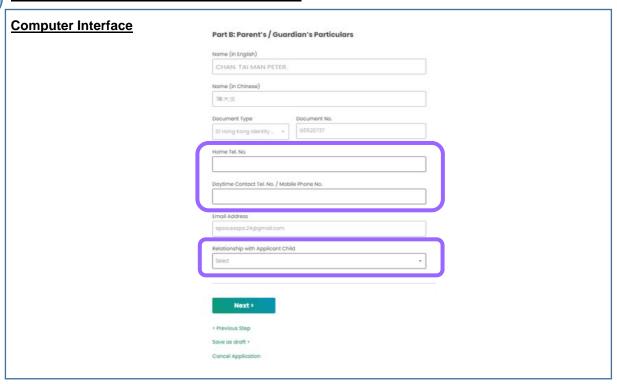
Application for POA (Central Allocation Only)

Input Correspondence Address and Residential Address



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

Input Parent's / Guardian's Particulars



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

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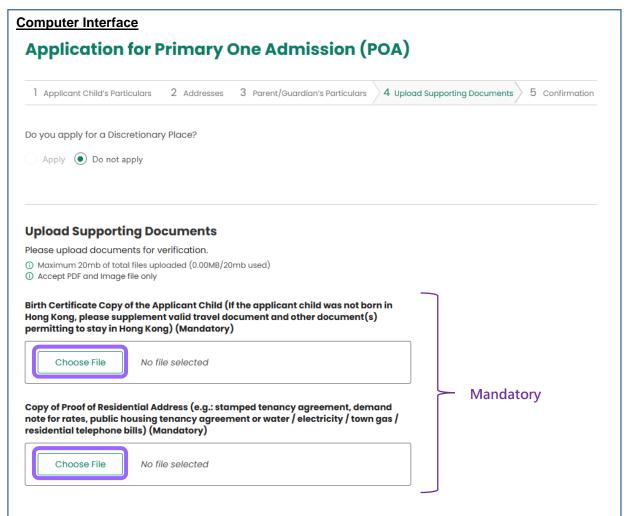
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Upload Supporting Documents

- 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.



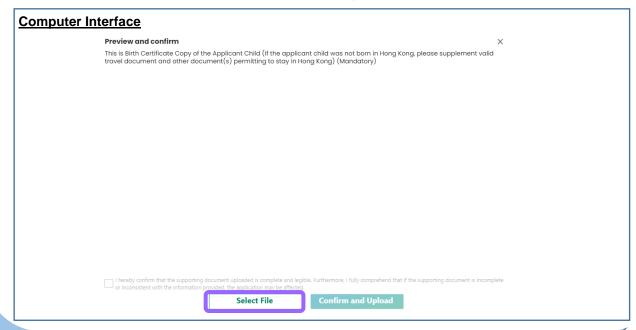
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Select the file to be uploaded

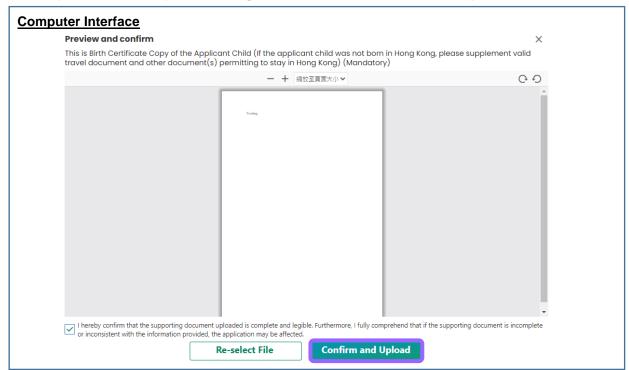
• Click "Select File" to choose the file to be uploaded.



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".



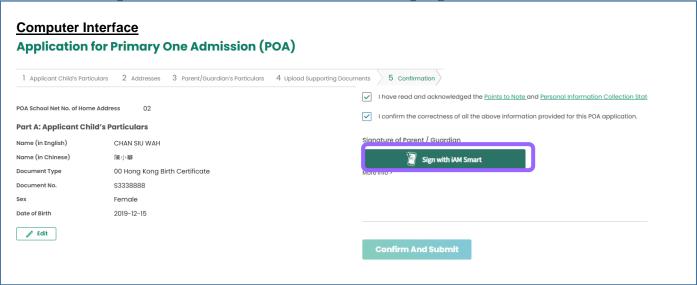
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Check and confirm the information provided for POA Application

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



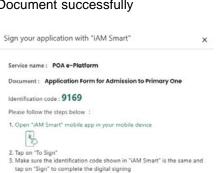
7

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.





Using MOBILE PHONE browser

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



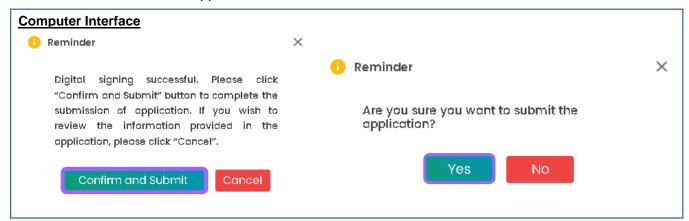
EDUCATION POA e-Platform Parent's Guide (IV) BUREAU

Application for POA (Central Allocation Only)

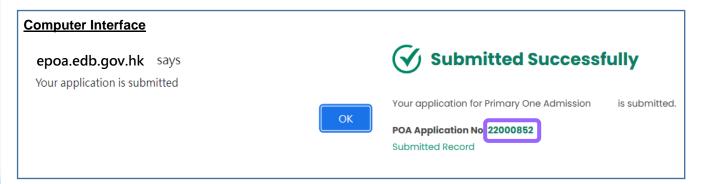
8

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.



- 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.



• 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.

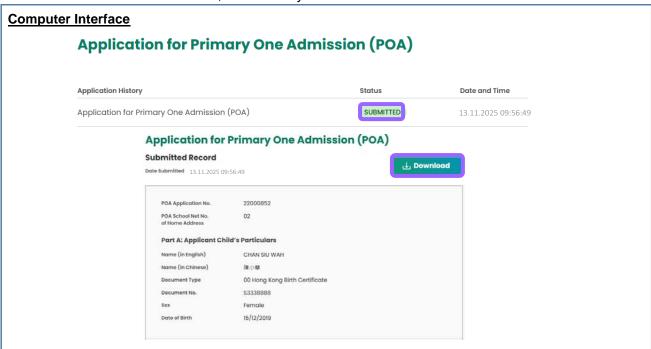
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View and Download the POA Application Information

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



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Receive Confirmation Email for successfully submitted application

Parents can check the confirmation email in their personal email boxes.

Mocyn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





