

If parents have moved / will move in the near future and require a transfer to a new school net, parents who have registered as users of Primary One Admission e-Platform (POA e-Platform) and bound their accounts to “iAM Smart +” mobile application can submit the application of Transfer of School Net through the e-Platform.

Points to Note

- (1) For the Account Activation and Login Procedures, please refer to Parent Guide (3) (website link: Education Bureau (EDB) website > Education System and Policy > Primary and Secondary Education > School Places Allocation Systems > Primary One Admission System > Resources on Primary One Application e-Platform > (III) Account Activation and Login Procedures > Pamphlet). If parents apply Transfer of School Net due to the change of address, please contact School Places Allocation Section in advance for the procedures through the following hotlines:

2832 7610	(Hong Kong Island and other Islands)	2832 7635	(New Territories West)
2832 7700	(General Enquiry)	2832 7659	(New Territories East)

- (2) Please prepare one of the following address proof documents before the application:

Acceptable Hong Kong residential address proof documents include stamped tenancy agreement with the tenancy period commenced, 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 public 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. The applicant child's residential address should be the applicant child's only or principal place of residence in Hong Kong, i.e. a dwelling place at which the applicant child resides and which constitutes his / her sole or main home.

- (3) 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 the application at the next login.
- (4) Please note that successful submission does not mean that your application has been approved. The EDB may request you to submit other supplementary documents in order to process your application, if necessary.
- (5) 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 Transfer of School Net Procedures

1

Step 1: Login POA e-Platform

- Login "POA e-Platform". Then, click "Transfer of School Net" on the left menu.

Computer Interface

The screenshot displays the POA e-Platform interface. On the left, a sidebar menu lists various application types: 'Applicant child CHAN SIU MEI, POA Application No. 51809516', 'POA Application For Discretionary Place', 'For Central Allocation' (with an 'OPEN' button), 'Discretionary Place Result Release' (with an 'OPEN' button), 'Central Allocation Choice of Schools' (with an 'OPEN' button), 'Result Release' (with an 'OPEN' button), 'Other Applications', 'Transfer of School Net' (highlighted with a red box and an 'OPEN' button), and 'Change of Personal Particulars' (with an 'OPEN' button'). The main content area features three large teal cards: 'POA Application For Discretionary Place' (with a 'SUBMITTED' button), 'Discretionary Place Result Release' (with a 'VIEW' button), and 'Central Allocation Choice of Schools' (with a 'SUBMITTED' button and a 'VIEW' button). Below these cards, there are sections for 'Latest News & Updates' and 'Useful Links'. The 'Useful Links' section includes three links: 'Primary One Application e-Platform Parent's Guide', 'Common Errors in e-Applications of Primary One Admission System', and 'PowerPoint on "Primary One Admission" and "Primary One Application e-Platform"'.

2

Step 2: Click “Transfer of School Net”

- Click “Apply Now” on the page “Application for Transfer of School Net”.

Computer Interface



Applicant child
CHAN SIU MEI
POA Application No. 51809516

POA Application

For Discretionary Place

For Central
Allocation

OPEN

Discretionary Place

Result Release

OPEN

Central Allocation

Choice of Schools

OPEN

Result Release

OPEN

Other Applications

Transfer of School
Net

OPEN

Change of Personal
Particulars

OPEN

Application for 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 regarding the relevant procedures before submission.



POA Applicant Child's Data Modification
Form

Transfer of School Net

Apply Now

3

Step 3: Input New Applicant Child's Personal Particulars

- Applicant Child and Parent / Guardian's Particulars are pre-filled by ePOA.
- Parent / Guardian must provide contact phone number(s) and choose the relationship with Applicant Child.
- Click "Next" to proceed.

Computer Interface Part A: Applicant Child's Particulars

Name (in English)

CHAN SIU MEI

Name (in Chinese)

陳小美

Document Type

00 Hong Kong Birth Certificate

Document No.

S015844

Part B: Parent / Guardian's Particulars

Name (in English)

CHAN TAI MAN

Name (in Chinese)

陳大文

Document Type

01 Hong Kong Identity Card

Document No.

G5520923

Home Tel. No.

Enter Home Tel. No. here...

Daytime Contact Tel. No. / Mobile Phone

91234567

Relationship with Applicant Child

Father

Next >

4

Step 4: Input New Correspondence Address

- **Select Preferred Language of Address.**
- **Input the new correspondence and residential addresses, and then click “Next”.**

Computer Interface

New Correspondence Address

Preferred Language of Address

☒ English ☐ Chinese

Flat

10

Floor

10

Block

Enter Block here...

Building Name

TESTING MANSION

Estate / Village

Enter Estate / Village here...

No. and Street Name

1 TESTING STREET

Area

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

District

CENTRAL & WESTERN DISTRICT

New Residential Address

☒ Same as new correspondence address

☐ Different from new correspondence address

Next >

5

Step 5: Select New School Net

- Select the new School Net for the applicant child.
- Choose whether to give up the discretionary place offered to the applicant child. Input the date of residing at the new address and upload supporting document(s) for New Residential Address.
- Click “Next” to proceed.

Computer Interface

For the reason of my change of residential address, I wish to apply for transfer of POA school net

To New School Net

02

☐ Applicant Child who intends to commute daily to schools in Hong Kong

I also wish to

☒ (1) give up the discretionary place offered to the applicant child in the following school. (if applicable)

02 - 599131 - ABC PRIMARY SCHOOL

☒ (2) take part in the Central Allocation or obtain an alternative Primary 1 School place in the School Net of the new residence.

I declare that CHAN SIU CHI and I

☒ have been residing at the new address since



☐ 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.

Upload Supporting Document(s) for New Residential Address

Choose File

1 file uploaded

Testing.pdf

0.10mb



- ① Maximum 20mb of total files uploaded (0.10MB/20mb used)
- ① Accept PDF and Image file only

Next >

6

Step 6: Confirm the Information Provided for the Transfer of School Net

- Please double check and confirm the information provided for Transfer of School Net. Read and acknowledge the relevant statements, and then click “Sign with iAM Smart”.

Computer Interface

Application for Transfer of School Net

1 Applicant Child's Particulars 2 Addresses 3 Declaration 4 Confirmation

POA Application No. 51809516

Part A: Applicant Child's Particulars

Name (in English)	CHAN SIU MEI
Name (in Chinese)	陳小美
Document Type	00 Hong Kong Birth Certificate
Document No.	S015844

- ☒ I have read and acknowledged the [Points to Note](#) and [Personal Information Collection Statement](#).
- ☒ I confirm the correctness of all the above information provided in the supporting document(s) uploaded for the new residential address.

Signature of Parent / Guardian

 Sign with iAM Smart

[More info >](#)

EDUCATION 2026 POA e-Platform Parent's Guide (VI)

BUREAU Transfer of School Net

7

Step 7: Sign with "iAM Smart"

Computer Interface

- The system will pop up a message box about the digital signature. After confirmation, the system will remind parents to open the "iAM Smart" App in the mobile phone.
- If you are using the "iAM Smart" mobile app on the same device to perform a digital signature, after digital signing, you should click "Back to e-Services" at the bottom of the "Document successfully signed" page in order to return to the e-Platform and complete the application.

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

Sign your application with "iAM Smart"

Service name : **POA e-Platform**

Document : **POA Applicant Child's Data Modification Form (Transfer of Net)**

Identification code : **3345**

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 "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
POA Applicant Child's Data Modification Form (Transfer of Net)
- Identification Code
3345

Confirm Signing

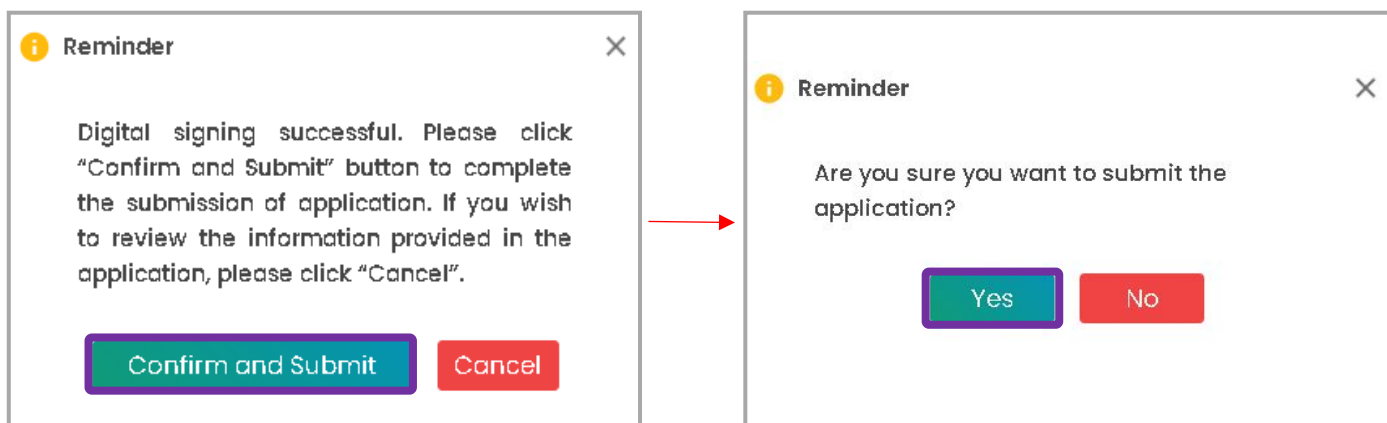
Cancel

8

Step 8: Confirm and Submit the Application

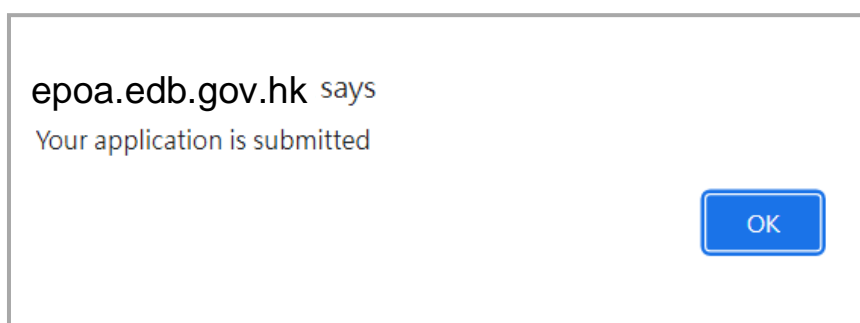
- The System will remind parents that the application is signed successfully. Please note that having signing the application does not mean that your application has been successfully submitted. Click "Confirm and Submit" and "Yes" to submit the application.

Computer Interface



- 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. The EDB may request you to submit other supplementary documents to process your application, if necessary.

Computer Interface



9

Step 9: View the Transfer of School Net Application

- Parents can view the transfer of school net application information and download the related information via the e-Platform for retention.

Computer Interface

Application for Transfer of School Net

Application Record	Status	Date Submitted	Approval Status
--------------------	--------	----------------	-----------------

POA Applicant Child's Data Modification Form (Transfer of Net)

SUBMITTED

Processing

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

Application for Transfer of School Net

Submitted Record

 Download

Date Submitted

POA Application No. 51809516

Part A: Applicant Child's Particulars

Name (in English) CHAN SIU MEI

Name (in Chinese) 陳小美

Document Type 00 Hong Kong Birth Certificate

Document No. S015844

EDUCATION 2026 POA e-Platform Parent's Guide (VI)

BUREAU Transfer of School Net

10

Step 10: Download the Transfer of School Net Application

- Click "Download" to view the PDF file of the related application.

Computer Interface

Application for Transfer of School Net

Submitted Record

Date Submitted 14.11.2024 14:48:27

Download

小一入學申請編號 POA Application No. 51809516	教育局 Education Bureau 小一入學申請兒童資料更新表格 (轉換校網) POA Applicant Child's Data Modification Form (Transfer of Net)	新住址所屬 小一學校網編號 POA School Net No. of New Home Address 02
(甲)：申請兒童資料 Part A: Applicant Child's Particulars		
姓名 (中文)	陳小美	
Name (in English)	CHAN SIU MEI	
證件編號 Document No.	S015844	
證件類別 Document Type	00 香港出生證明書 00 Hong Kong Birth Certificate	
新通訊地址 New Correspondence Address	室 Flat	10 樓 Floor 10 座 Block
大廈名稱 Building Name	TESTING MANSION	
屋邨 / 村名稱 Estate / Village		
街道名稱及號數 No. and Street Name	1 TESTING STREET	
區 District	中西區 CENTRAL & WESTERN DISTRICT	香港 HK
新居住地址 New Residential Address	與新通訊地址相同 Same as New Correspondence Address	

11

Step 11: Receive Confirmation Email about the Transfer of School Net Application

- Parents may check the confirmation email regarding the submission of transfer of school net application via the email address linked to the "Primary One Admission e-Platform" account.

Computer Interface

遞交轉換學校網申請 / Submission of Application for School Net Transfer

To Parent / Guardian:

The Application for School Net Transfer of Applicant Child (POA Application Number: 51809516) 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.)

12

Step 12: Receive Confirmation Email about Accepted / Rejected Application

- Parents may check at a later time the acceptance / rejection notification of the application via the email address linked to the "Primary One Admission e-Platform" account.

Computer Interface

接納轉換學校網申請 / Application for School Net Transfer Accepted

To Parent / Guardian:

Application for school net transfer of Applicant Child (POA No.:51809516) 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

不接納轉換學校網申請 / Application for School Net Transfer Rejected

To Parent / Guardian:

Application for school net transfer of Applicant Child (POA No.:51809516) 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 may be different subject to the modifications due to system developments.) Publishing Date: December 2025



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>
or scan the QR code on the right

