

**Education Bureau**  
**Secondary School Places Allocation 2022/2024**  
**Letter of Authorisation for Registration of Secondary 1 Students**

( To be completed by the Parent/Guardian )

**To : The Principal of the Secondary School Allocated**

This is to authorise Mr/Ms \_\_\_\_\_ (holder of H.K. Identity Card/Passport No. \_\_\_\_\_ ) to report to you on behalf of my son/daughter \_\_\_\_\_ (Student Reference No. \_\_\_\_\_ ) for registration of a Secondary 1 place.

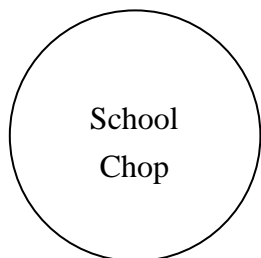
\_\_\_\_\_ ( Signature of Parent/Guardian )

\_\_\_\_\_ ( Name of Parent/Guardian )

\_\_\_\_\_ ( Date )

( To be completed by the Head of the Primary School )

This is to certify that Mr/Ms \_\_\_\_\_ is the parent/guardian of our Primary 6 student \_\_\_\_\_ (Student Reference No. \_\_\_\_\_ ) and that the above signature matches with his/her specimen signature in our record.



\_\_\_\_\_ ( Signature of School Head )

\_\_\_\_\_ ( Name of School Head )

\_\_\_\_\_ ( School Name )

\_\_\_\_\_ ( Date )

**Notes:**

- (1) **This Letter of Authorisation is to be used in case the student and his/her parent/guardian are unable to register with the allocated school in person during the registration period.**
- (2) **This Letter of Authorisation is to be submitted to the allocated school at the time of registration. Please bring along the Admission Slip and the following documents of the student concerned:**
  - **Hong Kong Birth Certificate, Hong Kong Identity Card or other documentary evidence showing the resident status in Hong Kong and date of birth (If the student's Hong Kong Identity Card bears the symbol "C" (for conditional stay) at the line below the date of birth, please also bring along other valid travel documents.)**
  - **the latest school reports, if any**
  - **two recent passport-sized photographs**