

POST SECONDARY COLLEGES ORDINANCE (Chapter 320)

Application for registration of a teacher of a registered college

1. I hereby apply for the registration of the following _____ (number of subject persons) person(s) as teacher(s) of

(name of the registered college).

No.	Chinese Name	English Name	HKID Number
E.g.	陳大文	CHAN Tai-man David	A123456(7)
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2. I attach—

- (a) a photograph of each subject person;
- (b) a copy of each subject person's Hong Kong Identity Card (if the subject person does not possess a Hong Kong Permanent Identity Card, copy of any of the following proof issued by the Hong Kong Immigration Department has to be submitted as well: (a) valid employment visa; (b) landing slip bearing the conditions and limit of stay in Hong Kong; or (c) HKSAR Document of Identity for Visa Purposes (collectively referred to as Additional Documents hereinafter));
- (c) a copy of the certificate of the highest level of educational qualification attained by each subject person;
- (d) a copy of an official document (e.g. deed poll or marriage certificate) certifying that the subject person's name has been changed (if the subject person's name on the Hong Kong Identity Card or the Additional Documents is different from that in the educational certificate); and
- (e) a duly signed declaration of each subject person (at **Appendix 1** of the application form).

3. By submitting this application, I hereby declare that—

- (a) the contents of this application are true and complete to the best of my knowledge and belief;
- (b) I have read and understood the relevant provisions of the Ordinance, including but not limited to sections 5A, 6B, 6C, and 6D, and the Guidelines on the “Fit and Proper” Criterion under the Ordinance promulgated by the Education Bureau;
- (c) the subject persons have been appointed in accordance with the established policy and procedures of the registered college;
- (d) all reasonable steps have been taken and due diligence has been exercised by the registered college to ensure the fitness and properness of the subject persons for registration as teachers; and
- (e) I have read and understood the contents of the Personal Information Collection Statement (at **Appendix 2** of the application form).

Signature of the President

Name of the President

Date