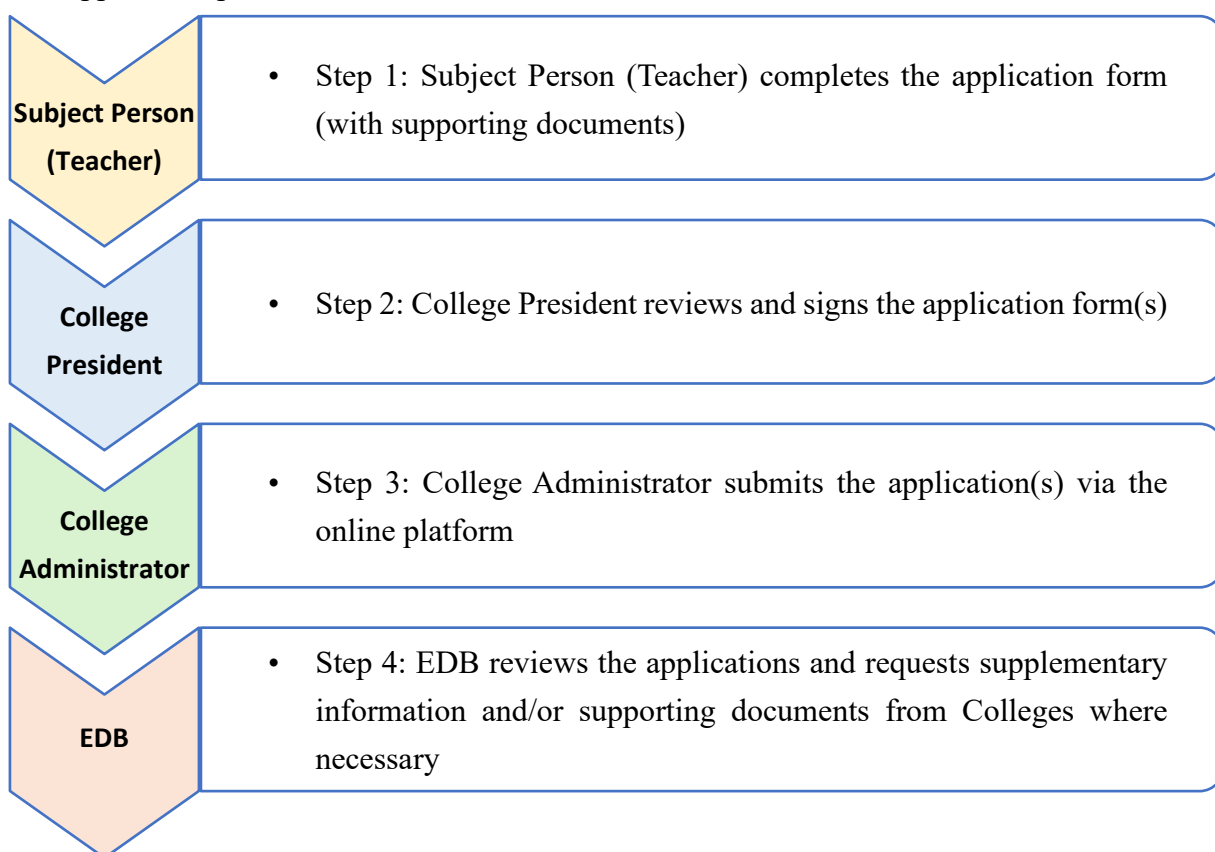


**Points to Note for
Application for Registration of a Teacher of a Registered College under the
Post Secondary Colleges Ordinance
(Chapter 320)**

1. The application form for registration of a teacher of a registered college (Form 4) is available for download from the Education Bureau (EDB)'s website.



2. The application process is as follows:



3. Please note the following points before completing and submitting the application forms.

Action Party	Points to note
Subject Person (Teacher)	Subject Person (Teacher) completes the application form (with supporting documents) (i) Complete the application form (Form 4) in e-fillable PDF format ¹ .

¹ Please download the official Adobe Acrobat Reader for completing the application form.

- (ii) Upload the following documents under Item 5 of the application form:
- (a) a photograph of the subject person²;
 - (b) a copy of the 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: (i) valid employment visa; (ii) landing slip bearing the conditions and limit of stay in Hong Kong; or (iii) 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 the 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 the subject person (at **Appendix 1** of the application form).
- (iii) All files must be named using the Subject Person's full name in English following the format below:

Example – Subject Person: CHAN Siu Ming	
Document	File Name
Application Form	CHAN Siu Ming.pdf
Photograph of the Subject Person	5a. CHAN Siu Ming.pdf
Copy of Hong Kong Identity Card	5b. CHAN Siu Ming.pdf
Certificate of Highest Educational Qualification	5c. CHAN Siu Ming.pdf
Copy of an Official Document	5d. CHAN Siu Ming.pdf
Duly Signed Declaration (Appendix 1)	5e. CHAN Siu Ming.pdf

² Recent full-face photograph. The size of the photograph must be 5 cm x 3.8 cm.

	(iv) Only one PDF file may be uploaded for each item. The maximum file size for each PDF file is 5 MB. (v) All supporting documents must be uploaded under Item 5 of the application form. (vi) For Item 3(q) <i>Highest level of educational qualification attained</i>, the “Year of award” entered in the form should correspond to the award date shown on the relevant certificate. (vii) If the space provided in Items 3(r), 3(s), 3(t) and 3(u) is insufficient, the subject person may provide the relevant information on a separate sheet. The page(s) should be saved in PDF format and uploaded under Item 5(d) of the application form. (viii) All non-applicable items in the application form should be marked “N/A” or “Nil” as appropriate. (ix) Submit the completed application form in e-fillable PDF format to the College for processing. Submission of a scanned copy or image files of the completed application form will NOT be accepted. (x) Please refer to <u>Annex 1</u> for further details.
College President	College President reviews and signs the application form(s) (i) Review the application form(s) and supporting documents. (ii) Verify the subject person’s qualifications, experience and other relevant credentials. (iii) Duly sign the application form (Form 4) to declare support for the application. (iv) For batch submission, duly sign the Cover Letter (at Appendix 3 of the application form) to complete the declaration for multiple applications in one go. A maximum of 10 applications may be included in each batch submission.
College Administrator	College Administrator submits the application(s) via the online platform (i) Log in to the Electronic Form Submission System (eFormSS)

	using the credentials provided by the EDB. (ii) Upload the duly signed Cover Letter (at Appendix 3 of the application form), the completed application form(s) and all supporting documents to the eFormSS. (iii) Upload the application forms in the same order as listed on the Cover Letter. (iv) The application forms MUST be submitted in e-fillable PDF format through the eFormSS. Submission of a scanned copy or image files of the completed application forms will NOT be accepted. (v) Colleges should keep the relevant documents and application reference number for its own records. (vi) If the submitted form(s) and/or document(s) are found to be incomplete or insufficient, the EDB will notify the College by email. The College Administrator should log in to the eFormSS to view the details and provide the required information and/or supporting documents within the specified period. Applications that remain incomplete after the specified period may not be processed further. (vii) The eFormSS serves solely as a platform for the submission of applications. Colleges will be notified of the application results separately through official correspondence. (viii) Please refer to <u>Annex 2</u> for further details.
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4. For enquiries, please contact the Teacher Registration Section through the following channels:

Address: 2/F, Trade and Industry Tower, 3 Concorde Road, Kowloon

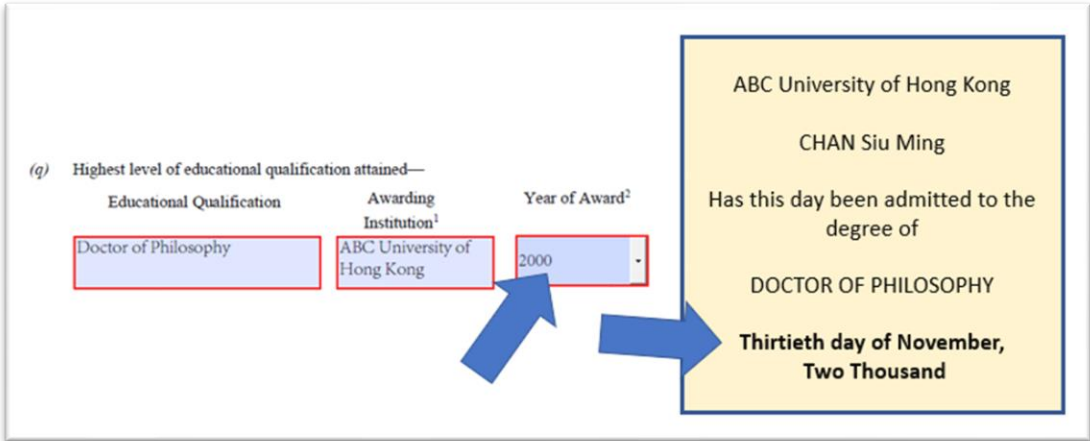
Telephone: 3467 8275 / 2780 8145 / 2780 8652

Email: potr@edb.gov.hk
pdotr5@edb.gov.hk

Education Bureau

July 2026

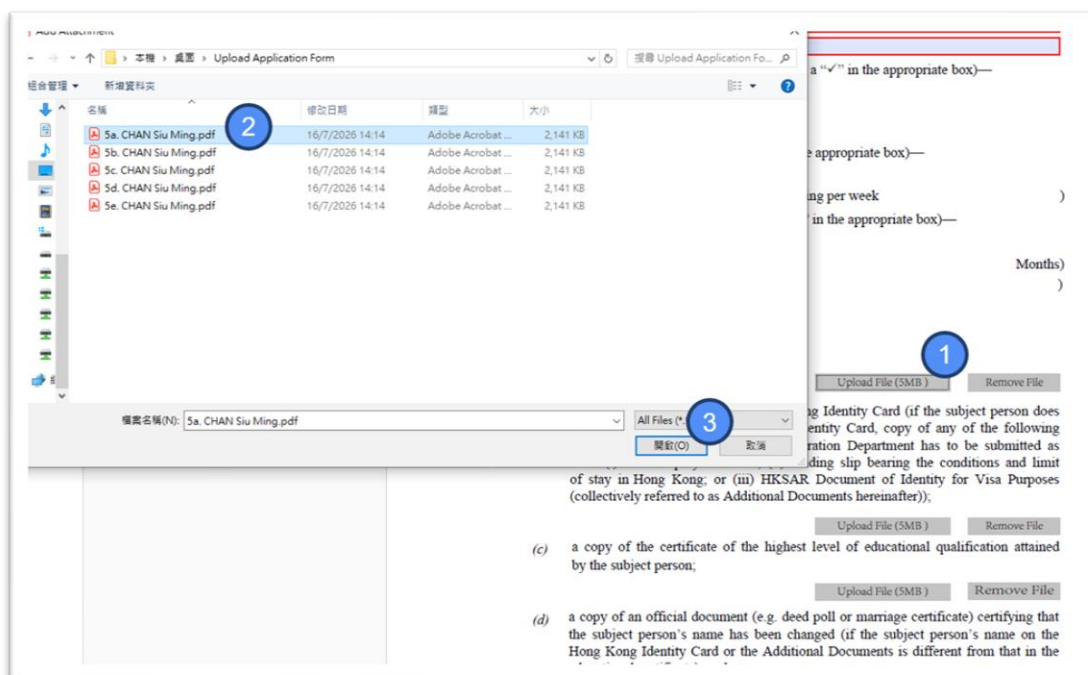
Guide to Complete the Application Form (Form 4)

All items	All non-applicable items in the application form should be marked “N/A” or “Nil” as appropriate. 
Item 3(q)	For item (3q) <i>Highest level of educational qualification attained</i>, the “Year of award” entered in the form should correspond to the award date shown on the relevant certificate. 

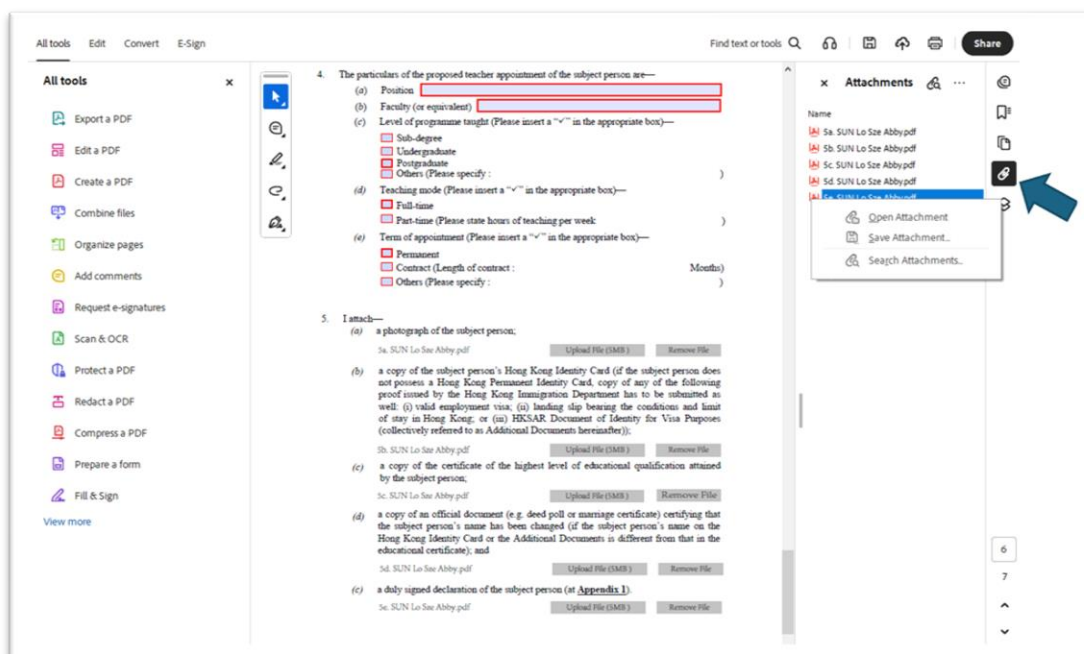
Item 5

To upload supporting documents under Item 5 (a) to (e) of the application form:

- Click the “Upload File” button. In the pop-up window, select the file to be uploaded and click “Open”.



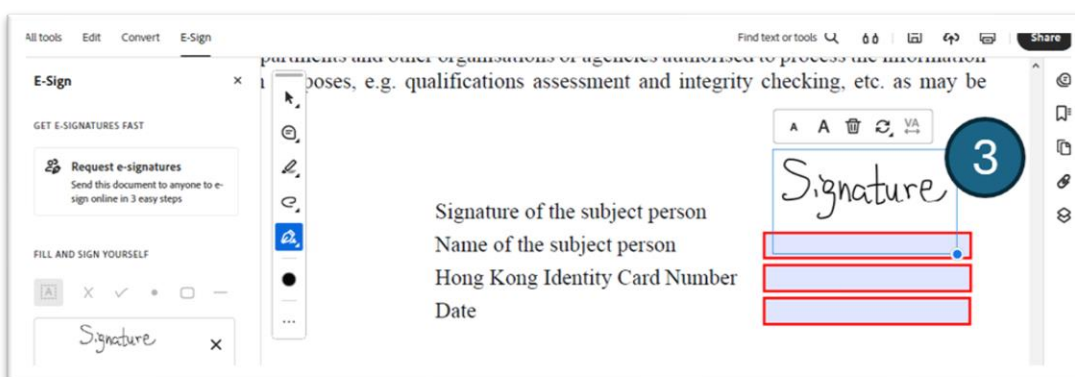
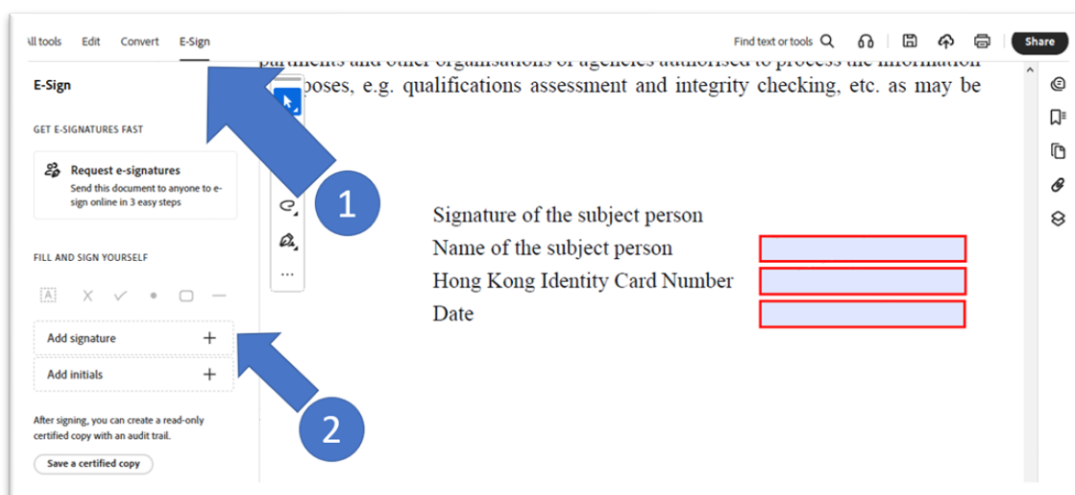
- To view or download the documents that are uploaded to the application form, click the attachment icon  at the side panel of Adobe Acrobat Reader and right-click the relevant files.



Item 6	For batch submission, the College President may elect to sign on the Cover Letter (Appendix 3) to complete the declaration for multiple applications in one go. If the President elects to duly sign each application form, the signature must be made using an e-signature. For details of the e-signature method, please refer to the illustration for completing Appendix 1 on the following page. Please note that, irrespective of whether the President has signed each application form, the college is still required to submit a duly signed Cover Letter. 6. 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 person has 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 person for registration as a teacher; and (e) I have read and understood the contents of the Personal Information Collection Statement (at Appendix 2) attached to this application form. Signature of the President# _____ Name of the President _____ Date _____ <i>#For batch submission, the President may elect to sign on the cover letter at Appendix 3 to complete the declaration for multiple applications in one go.</i>
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- Appendix 1
- For the Declaration by the Subject Person (**Appendix 1**), the Subject Person may apply **e-signature** using Adobe Acrobat Reader by following the steps below:
1. Click “E-Sign” at the top navigation bar.
 2. Select “Add Signature” or “Add initials” at the left navigation bar.
 3. Apply the e-signature and save the file.
 4. Upload the completed Appendix 1 to Item 5 (e) of the application form.

Please note that both handwritten signatures and electronic signatures (e-signatures) are accepted for Appendix 1.



Appendix 3
(Page 1)

For the Cover Letter (**Appendix 3**), please note that the “number of subject persons” field will be automatically filled according to the number of rows completed in the table provided.

Appendix 3

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 3 (number of subject persons) person(s) as teacher(s) of
 ABC College of Hong Kong
 (name of the registered college).

Automatically populated based on the number of rows completed below

No.	Chinese Name	English Name	HKID Number
E.g.	陳大文	CHAN Tai-man David	A123456(7)
1	申魯思一	SUN Lo-sze Abby	A123456(7)
2	申魯思二	SUN Lo-sze Ben	A123456(7)
3	申魯思三	SUN Lo-sze Cindy	A123456(7)
4			
5			
6			
7			
8			
9			
10			

Appendix 3
(Page 2)

After reviewing the application forms and relevant documents of the subject persons listed on the first page, the President should carefully read paragraphs 3(a) to 3(e) and duly sign Appendix 3.

Both handwritten signatures and electronic signatures (e-signatures) are accepted for Appendix 3.

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).

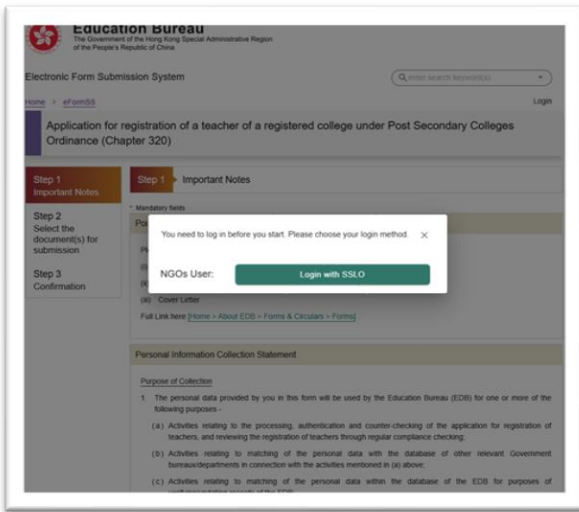
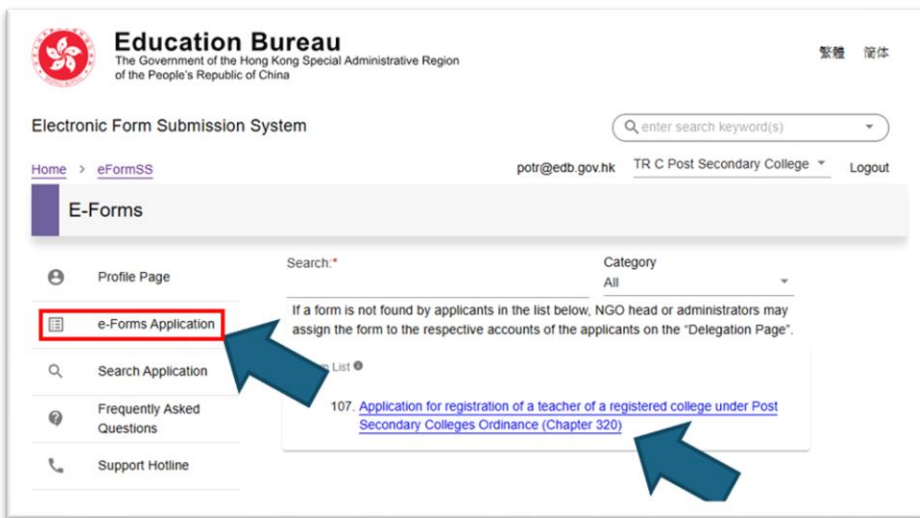
Signature of the President

Name of the President

Date

Guide to Submit the Application Form via the Electronic Form Submission System (eFormSS)

(a) Submission of applications

Step 1	- User account will be created for registered Colleges for submission of application forms (Form 4) via the eFormSS. - Click “Login with SSLO” and log in using the credentials provided by the EDB. 
Step 2	- Click “e-Forms Application” in the side navigation panel. - Select Form 107 from the main content area to create new application. 

Step 3

- Click on the form to view previously saved application; OR
- Click “ADD” to create a new application.

The screenshot shows the Education Bureau's Electronic Form Submission System. The header includes the Education Bureau logo and name, followed by 'The Government of the Hong Kong Special Administrative Region of the People's Republic of China'. Below this is the system title 'Electronic Form Submission System' and a search bar. The user is logged in as 'potr@edb.gov.hk' for 'TR C Post Secondary College'. The main heading is 'Application for registration of a teacher of a registered college under Post Secondary Colleges Ordinance (Chapter 320)'. The 'Saved Drafts - Teacher Registration' section contains a table with two columns: 'Batch number' and 'Update time'. The table lists one draft with batch number 'Form107000013' and update time '2026-06-26 15:46:33'. An 'ADD' button is located at the bottom right of the table.

Batch number	Update time
Form107000013	2026-06-26 15:46:33

Step 4

- Upload the Cover Letter (Appendix 3) to designated section.
- Upload the application form(s). Each application form should be named using the Subject Person's full name in English. [e.g. CHAN Siu Ming.pdf]
- A maximum of 10 applications may be included in each batch submission.

The screenshot shows the 'Step 2: Select the document(s) for submission' section of the Education Bureau's Electronic Form Submission System. The interface includes a sidebar with navigation steps: 'Step 1 Important Notes', 'Step 2 Select the document(s) for submission' (highlighted), and 'Step 3 Confirmation'. The main content area has a heading 'Cover Letter' and a 'Choose File' button. Below this is a section titled 'Submit Application Form(s)' with instructions: 'Please submit the completed application form in e-fillable PDF format. Submission of a scanned copy or an image of the completed form will NOT be accepted. College should upload the completed application form of each subject person according to the order listed in the cover letter.' A 'CHOOSE FILE(S)' button is provided for uploading the forms. At the bottom right, there are 'BACK', 'SAVE', and 'NEXT' buttons.

Step 5

- Upload the application forms in the same order as listed on the Cover Letter.

Appendix 3

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 3 (number of subject person(s)) person(s) as teacher

ABC College of Hong Kong
(name of the registered college)

No.	Chinese Name	English Name	HKID Number
E.g.	陳太文	CHAN Tai-man David	A123456(7)
1	申魯思一	SUN Lo-size Abby	A123456(7)
2	申魯思二	SUN Lo-size Ben	A123456(7)
3	申魯思三	SUN Lo-size Cindy	A123456(7)
4			
5			
6			
7			
8			
9			
10			

Submit Application Form(s)

Please submit the completed application form in **e-fillable PDF** format. Submission of a scanned copy or an image of the completed form will **NOT** be accepted.
College should upload the completed application form of each subject person according to the order listed in the cover letter.

Subject Person 1:

SUN Lo Size Abby.pdf

UPDATE REMOVE

Subject Person 2:

SUN Lo Size Ben.pdf

UPDATE REMOVE

CHOOSE FILE(S)

BACK SAVE NEXT

Step 6

- Confirm that all documents are correct. Click “SUBMIT” to submit the application.

Education Bureau
The Government of the Hong Kong Special Administrative Region
of the People's Republic of China

Electronic Form Submission System

Home > eFormSS

potr@edb.gov.hk TR C Post Secondary College Logout

Application for registration of a teacher of a registered college under Post Secondary Colleges Ordinance (Chapter 320)

Step 1 Important Notes

Step 2 Select the document(s) for submission

Step 3 Confirmation

*: Mandatory fields

Cover Letter

N/A

Submit Application Form(s)

Please submit the completed application form in **e-fillable PDF** format. Submission of a scanned copy or an image of the completed form will **NOT** be accepted.
College should upload the completed application form of each subject person according to the order listed in the cover

Lin Bonnie.pdf

Lin Calvin.pdf

BACK SUBMIT

Step 7

- Upon successful submission, an acknowledgement message will be displayed on the screen and sent to the registered email address.

Pop-up acknowledgement on screen

Successful Form Submission

We acknowledge receipt of your application. It is now under processing.

Should you have any enquiries, please contact us at 3467-8275 or 2780-8145.

Reference number: Form107000013

CONFIRM

Email acknowledgement

Your application is currently under review (No. Form107000026)[...]

eformss@edb.gov.hk
86EDB/PO/TR

Dear applicant,

Your application is currently under review:
Application Form: Post Secondary Colleges Ordinance (Cap. 320) - Application for registration of a teacher of a registered college
reference number: Form107000026.

Please quote this number in any future correspondence related to your application.
Should you have any enquiries, please contact us at 3467-8275 or 2780-8145.

Best regards,
Education Bureau

Step 8

- To check the status of the application by batch, click “Search Application” in the side navigation panel.

Batch No.	Status	Form submission date and time T ₁	Last Update
Form107000024	Resubmission Required	N/A	13/07/2026 17:03
Form107000023	Pending EDB's Review	07/07/2026 10:25	07/07/2026 10:25
Form107000022	Resubmission Required	N/A	07/07/2026 15:42
Form107000021	Pending EDB's Review	09/07/2026 17:38	09/07/2026 17:38
Form107000020	Submission Completed	06/07/2026 14:29	06/07/2026 14:36
Form107000019	Inactivated	06/07/2026 14:27	06/07/2026 14:32

Status Meaning:

- **Pending EDB's Review** - Pending to be reviewed by EDB
 - **Resubmission Required** - Information incomplete/insufficient, College Administrator should view the message from EDB and resubmit the updated forms
 - **Submission Completed** - The application has been received by EDB and is currently under processing
- If the application status is “Resubmission Required”, the College Administrator should review the details of the application and provide the required information and/or supporting documents through the eFormSS.

(b) Resubmission of applications (requested by EDB)

Step 1	- If the submitted form(s) and/or document(s) are found to be incomplete or insufficient, the EDB will notify the College by email. The College Administrator should log in to the eFormSS to view the details and provide the required information and/or supporting documents. - Details of the required revisions are provided in the message box for each application. - Click “EDIT” to amend the application form as necessary and resubmit the application. Reference ID: Form107000026 Created Date: 2026-07-14 12:52:27 Status: Resubmission Required Last Update: 2026-07-15 09:16:37  This application requires further update. Please resubmit the updated Application Form. The details are listed in the message box for each subject person. Click 'EDIT' to edit the submission: 'REMOVE' - to withdraw the application of this subject person 'UPDATE' - to upload the updated application form Should you have any enquiries, please contact us at 3467-8275 or 2780-8145. Cover Letter Cover Letter_10 inputs.pdf Submit Application Form(s) Please submit the completed application form in e-fillable PDF format. Submission of a <u>scanned copy</u> or an image of the completed form will NOT be accepted. College should upload the completed application form of each subject person according to the order listed in the cover letter. SUN Io Sze Abby.pdf SUN Io Sze Ben.pdf Message: the name shown on the certificate does not match with HKID; the residential address is not valid - building name is missing. Please also provide valid visa [15/07/2026 09:16]  DOWNLOAD PDFEDIT
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Step 2

- In “Edit Mode”, College Administrator may:
 - Click “UPDATE” to upload the updated application form
 - Click “REMOVE” to withdraw the application

Applicant 6:
SUN lo Sze Felix.pdf
Message: The Chinese Name Code is incorrect [13/07/2026 17:03]
UPDATE REMOVE

Applicant 7:
SUN lo Sze Grace.pdf

Applicant 10:
SUN lo Sze Jessica.pdf
Message: Please provide valid visa [13/07/2026 17:03]
UPDATE REMOVE

CANCEL EDIT MODE NEXT

- Click “NEXT” once all required updates have been completed.
- Finally, click “SUBMIT” to complete the resubmission.

Submit Application Form(s)

Please submit the completed application form in **e-fillable PDF** format. Submission of a scanned copy or an image of the completed form will **NOT** be accepted.
College should upload the completed application form of each subject person according the order listed in the cover letter.

SUN lo Sze Abby.pdf

SUN lo Sze Ben.pdf
Message: the name shown on the certificate does not match with HKID; the residential address is not valid - building name is missing.
Please also provide valid visa [15/07/2026 09:16]

SUN lo Sze Cindy.pdf

SUN lo Sze David.pdf

SUN lo Sze DEllis.pdf

SUN lo Sze Felix.pdf

SUN lo Sze Grace.pdf

SUN lo Sze Hector.pdf

SUN lo Sze Iris.pdf

SUN lo Sze Jessica.pdf

CANCEL EDIT MODE BACK SUBMIT