

Director of Fire Services  
(Attention : Licensing and Certification Command),  
Fire Services Headquarters Building,  
No. 1, Hong Chong Road, Tsim Sha Tsui East,  
Kowloon

Date : \_\_\_\_\_

Dear Sir,

**Amendment of Layout Plans  
(as advised by Fire Services Department)**

Proposed School Name : \_\_\_\_\_  
\_\_\_\_\_

Proposed School Address : \_\_\_\_\_  
\_\_\_\_\_

I refer to my application for the necessary certificate for the captioned proposed school and submit 3 copies of revised layout plans in accordance with \_\_\_\_\_ your requirements stated in the letter dated \_\_\_\_\_ under reference \_\_\_\_\_ for your further action.

Yours faithfully,

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Name in Block Letters)

c.c. Permanent Secretary for Education } with 1 copy of  
(Attention : School Registration and Compliance Section) } revised layout plan

\*Director of Buildings / \*Director of Housing } with 4 copies  
(Attention : Licensing Unit) (Attention : Independent Checking Unit) } of revised  
layout plan

\* Please delete as appropriate

**REMINDER**

Applicants, while having dealings of any kind with the Education Bureau and other Government departments, should not offer advantage to Government officers.