

The Hong Kong Award for Young People (HKAYP)
Schools Operating Authority (SOA)
Application for New Entry
(Revised in October 2025)

Submission Methods and Important Notes

1. Please submit the completed application form saved in MS Word format (.doc or .docx) with the page of Principal's signature saved in PDF format to the SOA Head Office via email (casss11@edb.gov.hk); or save and submit it in PDF format to the SOA Head Office via the Electronic Form Submission System (<https://eformss.edb.gov.hk> > E-FORMS APPLICATION > 105. Submitting Document(s) to the EDB > AYP 001 Application for New Entry) for processing.
2. It will not be able to process your application if the submitted information is incomplete.
3. The SOA Head Office may use the log books or photos of participants for promotion.
4. The approval results will be notified via email.
5. Schools are requested to keep their own records.

Name of School (User Unit) : _____ (in Chi)

_____ (in Eng)

Address : _____

Contact Number : _____ Fax Number : _____

Name of User Unit Chief Leader :
(IN BLOCK LETTERS) _____

User Unit Chief Leader's Email Address : _____

Total Number of New Entrants for Each Level : Bronze ____ Direct Silver ____ Direct Gold ____

Name of Principal : _____ Signature of Principal : _____

Date of Application : _____ School Chop :

Personal Information Collection Statement

1. The personal data provided by you in this form will be used by Education Bureau (EDB) for one or more of the following purposes:
 - (a) Activities relating to the processing, authentication and assessment on eligibility and counter-checking of the application for individual grant and subsidy as well as education service provided by EDB;
 - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication, assessment on eligibility and counter-checking of the application mentioned in (a) above;
 - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of EDB; and
 - (d) Activities relating to compilation of statistics, research and Government publications.
2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.
3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
 - (a) other Government bureau and departments for the purposes mentioned in paragraph 1 above;
 - (b) the school and the organisations, including the Hong Kong Award for Young People, in which the form relates for the purposes mentioned in paragraph 1 above;
 - (c) personnel, agent, service provider or organisations engaged by EDB to provide services or advice for purposes mentioned in paragraph 1 above;
 - (d) where you have given your prescribed consent to such disclosure; and
 - (e) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.
4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data in this form should be made in writing to Clerical Assistant (Student Special Support) at Student Special Support Section, Education Bureau, Room 1141, 11/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong or email to casss11@edb.gov.hk.

Name of School (User Unit) : _____

Name of New Entrants (Must be the same as the HK Identity Card)		Gender (M/F)	Date of Birth The format must be: (dd/mm/yyyy) e.g.31/12/2025	Level of Entry (Bronze/ Silver/ Gold)	Fulfilled the *age requirement (Y/N)	Telephone Number	Parent / Guardian's Contact Information		
English (IN BLOCK LETTERS)	Chinese						Name	Relationship	Phone Number
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									

* Participants must fulfill the age requirement for each Award. The minimum starting age for the Bronze Level Award is 14 years old, for the Direct Silver Level Award is 15 years old, and for the Direct Gold Level Award is 16 years old.

Issue Date (for official use only): _____

Name of School (User Unit) : _____

Name of New Entrants (Must be the same as the HK Identity Card)		Gender (M/F)	Date of Birth The format must be: (dd/mm/yyyy) e.g.31/12/2025	Level of Entry (Bronze/ Silver/ Gold)	Fulfilled the *age requirement (Y/N)	Telephone Number	Parent / Guardian's Contact Information		
English (IN BLOCK LETTERS)	Chinese						Name	Relationship	Phone Number
16.									
17.									
18.									
19.									
20.									
21.									
22.									
23.									
24.									
25.									
26.									
27.									
28.									
29.									
30.									

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If the space provided is not enough, please continue on a separate sheet(s).

Issue Date (for official use only):
