

The Hong Kong Award for Young People (HKAYP)
Schools Operating Authority (SOA)
Application for Award (for Online Record Book)

(Revised in August 2026)

Name of School (User Unit) : _____

Address : _____

Contact Number : _____

Email : _____

Name of User Unit Chief Leader : _____

Level of Award Applied:

☐ Bronze Level☐ Silver Level☐ Gold Level

Please tick “√” the appropriate box.

Name of Participants (Must be the same as the HK Identity Card)		Gender (M/F)	Online Record Book ID	Email	For SOA OFFICIAL USE ONLY	
					Application Results	
English (IN BLOCK LETTERS)	Chinese				Approved	Not Approved
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Signature of Principal : _____

Name of Principal : _____

Date : _____

School Chop

For SOA OFFICIAL USE ONLY

SOA Officer (Signature): _____

(Name): _____

Date: _____

Reply Slip

To: User Unit Chief Leader

Issue Date: _____

- A total of _____ students' applications for the Awards of ☐ Bronze ☐ Silver ☐ Gold Level have been approved.
- Please collect the certificates and pins from the SOA Head Office within one month from receiving the notification from SOA. Certificates and pins of Silver and Gold Awards will be presented at the annual Silver/Gold Award Presentation.
- Address of the SOA Head Office: Room 1141, 11/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.
- Office Hours: Monday to Friday (Closed on Saturday, Sunday and public holidays)
From 9 am to 1pm and 2 pm to 5 pm
- Enquiry Tel. No.: 2892 6660

Sign for Receipt:

Date: _____

Submission Methods and Important Notes

1. This application form should be forwarded to the SOA Head Office after the User Unit leader signed off the application for completing Bronze/Silver/Gold Level award of participants on the Online Record Book System (<https://www.onlinerecordbook.org/fo/>). Please submit the completed application form via email or the Electronic Form Submission System.

Email: info_soahkayp@edb.gov.hk

Electronic Form Submission System: Upload to the Electronic Form Submission System in PDF format (<https://eformss.edb.gov.hk/eformss/Form105?formId=54&language=en>)
2. The Silver Award certificates and pins/Gold Award certificates and pins will be presented at the annual Silver/Gold Award Presentation respectively. For absentees of the Silver Award Presentation, the SOA Head Office will notify the User Unit Chief Leader concerned after the ceremony for collection of certificates and pins. For absentees of the Gold Award Presentation, please contact the HKAYP Award Office (Tel: 2157 8600) directly for collection of certificates and pins.
3. For those who would like to apply for a certification of Silver/Gold award attainment before the Silver/Gold Award Presentation, please download the Application Form “**Application for Certification of *Silver/Gold Award Attainment**” from the Award Office website (<https://ayp.org.hk/en/>), and submit the completed form to the Award Office.
4. SOA may use the log books/photos of participants for promotion.

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.