

The Hong Kong Award for Young People (HKAYP)
Schools Operating Authority (SOA)
Change of User Units under SOA
 (Revised in November 2025)

Name of School (User Unit) : _____

Address : _____

Contact Number : _____ Email : _____

Name of User Unit Chief Leader : _____

I would like to inform SOA that the following participant(s) has/have joined our User Unit under SOA.

Participants' Name		Gender (M/F)	Former User unit	Current User Unit
English (In BLOCK LETTERS)	Chinese			
1.				
2.				
3.				
4.				
5.				

School Chop

Signature of Principal : _____

Name of Principal : _____

Date : _____

FOR SOA OFFICIAL USE ONLY

The notice has been received.

SOA Officer: _____ (Signature)

Date: _____

_____ (Name)

Submission Methods and Important Notes

1. Applications will be processed only for participants who are currently studying in the schools of the User Units under SOA.
2. Please submit the completed application form saved in PDF format to the SOA Head Office via email (casss11@edb.gov.hk) or the Electronic Form Submission System (<https://eformss.edb.gov.hk> > E-FORMS APPLICATION > 105. Submitting Document(s) to the EDB > AYP 009 Change of User Units under SOA) for processing.

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.