

(For Schools Managed by School Management Committees)

School Name: _____

School Address: _____

To: CSDO ()

Application for Permission to Conduct Trading Operations

My school would like to apply for permission to conduct/enter into the following business or trading undertaking/arrangement with effect from (date) _____ -

(A) Type of Business and Name of Supplier/Contractor

Please tick as appropriate	Item no.	Type of business / trading undertaking / arrangement	Name of supplier/contractor (e.g. conducted by school itself, xxx Fast Food Shop)	SMC's Approval (School's reference no. and date of approval)
<input type="checkbox"/>	(1)	Exercise books		
<input type="checkbox"/>	(2)	Stationery and school accessories		
<input type="checkbox"/>	(3)	Textbooks		
<input type="checkbox"/>	(4)	School uniforms, badges and ties		
<input type="checkbox"/>	(5)	Physical education kits		
<input type="checkbox"/>	(6)	Lunch boxes		
<input type="checkbox"/>	(7)	School bus service		
<input type="checkbox"/>	(8)	School Tuckshop		
<input type="checkbox"/>	(9)	Newspaper		
<input type="checkbox"/>	(10)	Others (Please specify. Use separate sheets if required) :		

(B) Other details (Please complete, where applicable)

Item no.#	DETAILS			
	Rental (Please specify the amount per month or per annum as appropriate.)	Utilities charges (such as water, gas, electricity) (Please indicate the amount to be paid/reimbursed by the supplier/contractor on the basis of actual consumption <u>or</u> at a fixed sum per month/annum as appropriate.)	Agreement with supplier/contractor*	
			Commencement date*	Termination date*

The same item no. used under (A) above should be adopted.

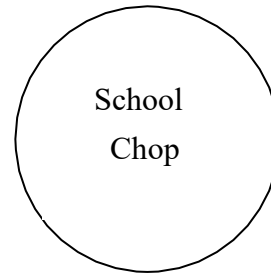
* Mandatory items to be filled in by the school.

* Regarding our application for conducting/entering into the above business or trading undertaking/arrangement, I confirm that our school will observe the requirements laid down in the prevailing Education Bureau circular on Trading Operations in Schools and will ensure that the trading operation(s) will be conducted in an open, fair and transparent manner. I further confirm that the profits/net income arising will be used for purposes directly benefiting the students.

OR

* Regarding our application for conducting/entering into the above business or trading undertaking/arrangement, our school will adopt arrangement(s) not following the requirements laid down in the prevailing Education Bureau circular on Trading Operations in Schools. Details and justifications are given as follows –

*Please put a “✓” in the appropriate box.



(Signature of Supervisor)

(Name of Supervisor)

Date: _____

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form will be used by the Education Bureau (EDB) for activities as mentioned in the prevailing EDB Circular on Trading Operations in Schools, and the administration and enforcement of relevant educational rules and regulations including the Education Ordinance (Cap. 279).

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 form.

Classes of Transferees

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) where you have given your prescribed consent to such disclosure; and
 - (c) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

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 should be made in writing to the respective Senior School Development Officer of Regional Education Office (REO) (For the addresses of the REOs, please refer to the EDB webpage (path: www.edb.gov.hk > Contact Us > Regional Education Offices).