

須知

Guidance Notes

- 註 1 根據《教育條例》第 8(1)(da)和第 8(3)條，教育局常任秘書長(常任秘書長)須備存一份法團校董會登記冊，其中記載每個法團校董會的名稱，以及就每個法團校董會記載每名校董的姓名及任期和他所屬的校董類別；該等記項須按常任秘書長認為合適的方式供公眾人士查閱。本申請書所搜集的上述個人資料會用作處理申請及上述登記冊的用途。
- Note 1 In accordance with section 8(1)(da) and 8(3) of the Education Ordinance, the Permanent Secretary for Education (the Permanent Secretary) shall maintain a register of incorporated management committees, in which shall be entered the name of every incorporated management committee and in respect of each incorporated management committee, the name and tenure of office of each manager and the category of manager to which he belongs, and the entries shall be made available in such manner as the Permanent Secretary thinks fit for public inspection. The said personal data collected from this application will be used for processing application and will also be used for the purposes of the said register.
- 註 2 為促進推行電子政務，申請人必須向本局提供個人手提電話號碼及個人電郵地址。已登記「智方便」的申請人，請填寫「智方便」帳戶內所登記的個人手提電話號碼、地址及個人電郵地址(如有)。假如你沒有提供所需要的個人資料，本局可能無法辦理或繼續處理其申請。
- Note 2 To facilitate the implementation of e-Government services, the provision of personal mobile number and personal email address of the applicant will be essential. For applicant who has registered “iAM Smart”, please fill in the registered personal mobile number, address, and personal email address (if any). In the event that you do not provide the required personal data, we may not be able to handle or further process your application.
- 註 3 如申請人未滿 18 歲，常任秘書長可拒絕將申請人註冊為學校的校董。
- Note 3 The Permanent Secretary may refuse to register an applicant as a manager of a school if the applicant is under the age of 18 years.
- 註 4 如申請人已年滿 70 歲，便須在申請書內夾附由註冊醫生於申請的日期前兩個月內發出並證明申請人在健康方面適合執行校董職能的醫生證明書。如申請人未滿 70 歲，則須在常任秘書長提出要求後，出示由註冊醫生於該項要求的日期後發出並證明申請人在健康方面適合執行校董職能的醫生證明書。請參閱《教育條例》(第 279 章)第 30(1A)(c)條。
- Note 4 If the applicant has attained the age of 70 years, a medical certificate issued by a registered medical practitioner within 2 months before the date of his application certifying that the applicant is physically fit to perform the functions of a manager should be attached to his application. If the applicant is under the age of 70 years, he should, upon a request by the Permanent Secretary, produce a medical certificate issued by a registered medical practitioner after the date of such request certifying that he is physically fit to perform the functions of a manager. Please see section 30(1A)(c) of the Education Ordinance (Cap.279) for reference.
- 註 5 申請人須注意《教育條例》第 40AL(5)條的規定，任何校董均不得以多於一個第 II 部第 2 段所列的身分在一個法團校董會內擔任校董。
- Note 5 Applicants should note section 40AL(5) of the Education Ordinance which stipulates that no manager shall serve in an IMC more than one capacity listed under paragraph 2 of Part II.
- 註 6 獲提名為一所學校的教員校董或替代教員校董的人士需符合《教育條例》第 40AN 條及其法團校董會章程的規定，包括但不限於(a)必須是該校教員；(b)不得是該校校長；(c)必須是為此而選出的，而—(i)有關選舉是依據該校的法團校董會的章程舉行的；(ii)在該選舉中，該校所有教員須有均等的投票權和參選權；(iii)該選舉須是以不記名方式進行投票的；及(iv)該選舉的制度在其他方面須是公平而開放透明的。此外，就特殊學校而言，「教員」包括該校的專責人員。「專責人員」的定義載於《教育條例》第 40AB 條。
- Note 6 A person nominated as a teacher manager or an alternate teacher manager of the school shall comply with relevant stipulations of section 40AN of Education Ordinance and the IMC Constitution including, but not limited to, (a) must be a teacher of the school; (b) must not be the principal of the school; (c) must be elected in that behalf in an election – (i) held pursuant to the constitution of the incorporated management committee of the school; (ii) in which all teachers of the school have equal voting right and right of candidature; (iii) the voting for which is conducted by secret ballot; and (iv) the system of which is otherwise fair and transparent. Besides, “teachers” includes, in relation to a special school, the specialist staff of the school. “Specialist staff” is defined in section 40AB of the Education Ordinance.
- 註 7 獲提名為一所學校的家長校董或替代家長校董的人士需符合《教育條例》第 40AO 條及其法團校董會章程的規定，包括但不限於(a)必須是該校現有學生的家長；(b)不得是該校教員；及(c)必須是為此而選出的，而—(i)有關選舉須是由該校的認可家長教師會舉行的；(ii)在該選舉中，該校所有現有學生的家長須有均等的投票權和參選權；(iii)該選舉須是以不記名方式進行投票的；及(iv)該選舉的制度在其他方面須是公平而開放透明的。
- Note 7 A person nominated as a parent manager or an alternate parent manager of the school shall comply with relevant stipulations of section 40AO of Education Ordinance and the IMC Constitution including, but not limited to, (a) must be a parent of a current pupil of the school; (b) must not be a teacher of the school; and (c) must be elected in that behalf in an election – (i) conducted by the recognized parent-teacher association of the school; (ii) in which all parents of the current pupils of the school have equal voting right and right of candidature; (iii) the voting for which is conducted by secret ballot; and (iv) the system of which is otherwise fair and transparent.
- 註 8 獲提名為一所學校校友校董的人士需符合《教育條例》第 40AP 條及其法團校董會章程的規定，包括但不限於必須是該校校友，並不得為該校教員。
- Note 8 A person nominated as an alumni manager of the school shall comply with relevant stipulations of section 40AP of Education Ordinance and the IMC Constitution including, but not limited to, must be an alumnus of the school and must not be a teacher of the school.

- 註 9 獲提名為獨立校董的人士需符合《教育條例》第 40AQ 條及其法團校董會章程的規定，包括但不限於不得為有關學校的教員或專責人員(如適用)、該校現有學生的家長、該校校友，或屬該校的辦學團體的管治團體成員、成員的配偶、祖父母、外祖父母、父母、兄弟姊妹、子女、孫或外孫，或該管治團體所僱用人士。
- Note 9 A person nominated as an independent manager shall comply with relevant stipulations of section 40AQ of Education Ordinance and the IMC Constitution including, but not limited to, must not be a teacher or (where applicable) specialist staff of the school, a parent of a current pupil of the school, an alumnus of the school, or a person who is a member, the spouse or a grand-parent, parent, brother, sister, child or grand-child of a member, or an employee of the governing body of the sponsoring body of the school.
- 註 10 申請人如以前曾在香港或其他地方被裁定已犯可判處監禁的刑事罪行，須將該事件的詳細情形披露，並提供有關文件，例如警方發出的刑事定罪紀錄。如無該類紀錄，請填上「無」。申請人亦須申報已失時效的判罪(如有的話)。(根據《罪犯自新條例》(第 297 章)第 2(1)條，凡個別人士(i)在香港被定罪，但並未因此被判處監禁超過三個月或罰款超過 10,000 元；(ii)在此以前不曾在香港被定罪；以及(iii)經過三年時間並未在香港再被定罪，則就他以往的定罪、罪行、行為或情況而向他或向其他人提出的有關問題，或加諸於他或其他人的有關披露該等定罪、罪行、行為或情況的義務，均須視為並非指該項定罪。然而，該條例第 4(2)(b)條訂明，上述規定不適用於在任何人執行其職位或受僱工作的職責期間，由該人或其代表所提出以對另一人是否適宜根據法律(即包括《教育條例》(第 279 章))獲得註冊或續予註冊作出評核的問題；亦不適用於在該人執行該等職責期間，向該人披露資料以作該等評核的義務。)如申請人只有已失時效的判罪，該申請人可選擇在第 III 部第 1(a)段填寫「無」，但須將詳情填寫在「已失時效判罪申報表」(本申請書附件 II)，並將填妥的申報表連同有關文件在申請日期起兩星期內自行(毋須由/經學校提交)以掛號方式寄交註冊檢視小組。如申請人曾干犯刑事罪行而同時有已失時效的判罪，該申請人須在第 III 部第 1(a)段提供所干犯罪行的詳情及可選擇依上述方式申報已失時效的判罪。
- Note 10 If the applicant has previously been convicted in Hong Kong or elsewhere of a criminal offence punishable with imprisonment, the full circumstances of such matter must be disclosed, and relevant document(s) should be attached, e.g. Criminal Record Summary issued by the Police. If there is no such record, please write "NIL". The applicant is required to declare spent conviction(s) as well, if any. (Under section 2(1) of the Rehabilitation of Offenders Ordinance (Cap. 297), where (i) an individual has been convicted in Hong Kong of an offence in respect of which he was not sentenced to imprisonment exceeding three months or to a fine exceeding \$10,000; (ii) he has not been convicted in Hong Kong on any earlier day of the offence; and (iii) a period of three years has elapsed without that individual being again convicted in Hong Kong of an offence, then any question asked of that individual or any other person relating to, or any obligation imposed on that individual or any other person to disclose, that individual's previous convictions, offences, conduct or circumstances shall be treated as not referring to that conviction. However, by virtue of section 4(2)(b), this shall not apply to any question asked by or on behalf of any person, in the course of the duties of his office or employment, or any obligation to disclose information to that person in the course of those duties, in order to assess the suitability of another person for registration, or to continue to be registered under any law, i.e. including the Education Ordinance (Cap. 279).) If the applicant has spent conviction(s) only, he may choose to write "Nil" in paragraph 1(a) of Part III but he is required to provide the details in "Declaration Form for Spent Conviction(s)" (Annex II of this application form). The duly completed Declaration Form together with relevant document(s) should be sent to the Registration Review Team separately by registered post (not necessary to be submitted by/through the school) within two weeks from the date of application. If the applicant has spent conviction(s) together with other conviction(s), he has to provide the details of the other conviction(s) in paragraph 1(a) of Part III and may choose to follow the aforesaid procedure in declaring the spent conviction(s).
- 註 11 校董註冊申請將根據教育局目前所掌握的資料進行審批。同時，本局會為已註冊的校董進行相關查核，以評估該校董是否有任何根據《教育條例》第 30 及/或 31 條所列明而未曾向本局申報的情況，而有關情況可能導致其校董註冊需要被覆核。
- Note 11 The application for registration as a school manager is approved based on the information currently available to the EDB. Relevant checking(s) for the registered manager will be conducted in parallel to assess whether there are any unreported conditions as set out in sections 30 and/or 31 of the Education Ordinance which might warrant review of his/her registration.
- 註 12 教育局與香港直接資助學校議會合作，編訂了自評清單供直資學校使用。由 2024 年 2 月 1 日起，所有申請註冊為直資學校校董的申請人，必須聲明已閱讀及明白自評清單的內容。閣下可到教育局網頁(主頁>教育局網頁>教育制度及政策>小學及中學教育>小學及中學教育適用>直接資助計劃)或透過二維碼瀏覽自評清單。
- Note 12 The EDB has devised a Self-evaluation Checklist (the Checklist) in collaboration with the Hong Kong DSS Schools Council for use by DSS schools. School manager applicants of DSS schools are required to declare that they have read and understood the Checklist starting from 1 February 2024. You may refer to the Checklist by visiting the EDB webpage ([Home> Education System and Policy> Primary and Secondary Education> Applicable to Primary and Secondary Education> Direct Subsidy Scheme](#)) or accessing the QR code.
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- 註 13 在遵循相關條例及內部管治文件的前提下，本局建議學校校董會及／或法團校董會為校董設固定任期（一般每任期 3-5 年），以維持學校管理層的健康更替和持續發展的動力。
- Note 13 Provided that all relevant ordinances and internal governance instruments are complied with, it is recommended that the School Management Committee and/or the Incorporated Management Committee establish fixed terms (generally 3-5 years per term) for school managers to maintain a healthy turnover and sustainable development within the school's leadership.

相關法例條文

Relevant Provisions of the Ordinance

申請人須注意《教育條例》(第 279 章) 第 III 部「學校校董的註冊」、第 VI 部「關於註冊、批准及准用教員許可證的其他規定」及第 IX 部「一般條文」的規定 —

Applicants' attention is drawn to the provisions of the Education Ordinance and particularly to Part III "Registration of Managers of Schools", Part VI "Additional Provisions as to Registration, Approvals and Permits to Teach" and Part IX "General Provisions" —

27. 校董須註冊

任何人除非已根據第29(1)條註冊為任何學校的校董，否則不得以該學校的校董身分行事。

Managers of schools to be registered

No person shall act as a manager of a school unless he is registered as a manager of the school under section 29(1).

28. 校董註冊的申請

學校校董註冊的申請，須採用指明格式向常任秘書長提出。

Application for registration of manager

An application for registration as a manager of a school shall be made to the Permanent Secretary in the specified form.

29. 校董的註冊

- (1) 常任秘書長接獲按照第28條提出的申請後，須進行他認為需要的探究，並須對該項申請作出以下決定——
 - (a) 將申請人註冊為該項申請所關乎的學校的校董；或
 - (b) 根據第30條拒絕將申請人註冊為該項申請所關乎的學校的校董。

Registration of manager

- (1) On receiving an application in accordance with section 28, the Permanent Secretary shall make such inquiry as he considers necessary and shall determine the application—
 - (a) by registering the applicant as a manager of the school in respect of which the application is made; or
 - (b) by refusing under section 30 to register the applicant as a manager of the school in respect of which the application is made.

30. 拒絕校董註冊的理由

- (1) 如常任秘書長覺得有以下情況，可拒絕申請人註冊為某間學校的校董——
 - (a) 該申請人每年最少有9個月不在香港居住；
 - (b) 該申請人並非出任校董的適合及適當人選；
 - (c) 該申請人的准用教員許可證以前曾被取消；
 - (e) 該申請人在提出以下任何申請時，即——
 - (i) 學校註冊；
 - (ii) 註冊為校董或教員；或

(iii) 僱用校內准用教員，

或在與該等申請有關的事項中，作出的陳述或提供的資料在要項上屬虛假，或因在要項上有所遺漏而屬虛假。

(1A) 如 ——

(a) 申請人 ——

(i) 是《破產條例》(第6章)所指的破產人，或已根據該條例訂立自願安排；或

(ii) 曾在香港或其他地方被裁定已犯可判處監禁的刑事罪行，

常任秘書長可拒絕將申請人註冊為某間學校的校董；

(b) 申請人未滿18歲，常任秘書長可拒絕將申請人註冊為某間學校的校董；

(c) 申請人 ——

(i) 已年滿70歲，而他沒有出示由註冊醫生於申請的日期前兩個月內發出並證明申請人在健康方面適合執行校董職能的醫生證明書；或

(ii) 未滿70歲，而他在常任秘書長提出要求後，沒有出示由註冊醫生於該項要求的日期後發出並證明申請人在健康方面適合執行校董職能的醫生證明書，

常任秘書長可拒絕將申請人註冊為某間學校的校董；或

(d) 有關申請是就設法團校董會學校提出的，或是就根據第40BK或40BU條作出的呈遞所關乎的學校提出的，而申請人已註冊為5間或多於5間學校的校董，常任秘書長可拒絕將申請人註冊為該校的校董。

(2) 如 ——

(a) 常任秘書長覺得某不設法團校董會學校的多數校董不接受申請人為該學校的校董，則須拒絕將申請人註冊為該校的校董；或

(b) 申請人 ——

(i) 名列於常任秘書長拒絕根據第40BM或40BW條批准的建議校董名單上；或

(ii) (在不抵觸根據第40AR條授予的豁免的情況下)註冊為某設法團校董會學校的校董，會使該校的法團校董會的組成不符合該會的章程，

則常任秘書長須拒絕將申請人註冊為該校的校董。

Grounds for refusal to register manager

(1) The Permanent Secretary may refuse to register an applicant as a manager of a school if it appears to the Permanent Secretary that—

(a) the applicant is not resident in Hong Kong for at least 9 months in each year;

(b) the applicant is not a fit and proper person to be a manager;

(c) the applicant is a person in respect of whom a permit to teach has previously been cancelled;

(e) in making or in connection with any application—

(i) for registration of a school;

(ii) for registration as a manager or a teacher; or

(iii) to employ a person as a permitted teacher in a school,

the applicant has made any statement or furnished any information which is false in any material particular or by reason of the omission of any material particular.

(1A) The Permanent Secretary may refuse to register an applicant as a manager of—

(a) a school if the applicant—

- (i) is a bankrupt within the meaning of the Bankruptcy Ordinance (Cap. 6) or has entered into a voluntary arrangement under that Ordinance; or
 - (ii) has previously been convicted in Hong Kong or elsewhere of a criminal offence punishable with imprisonment;
 - (b) a school if the applicant is under the age of 18 years;
 - (c) a school if—
 - (i) the applicant has attained the age of 70 years and he fails to produce a medical certificate issued by a registered medical practitioner within 2 months before the date of his application certifying that the applicant is physically fit to perform the functions of a manager; or
 - (ii) the applicant is under the age of 70 years and he fails to produce, upon a request by the Permanent Secretary, a medical certificate issued by a registered medical practitioner after the date of such request certifying that the applicant is physically fit to perform the functions of a manager; or
 - (d) an IMC school or a school in respect of which a submission has been made under section 40BK or 40BU if the applicant has been registered as a manager of 5 or more schools.
- (2) The Permanent Secretary shall refuse to register an applicant as a manager of—
- (a) a school without IMC if it appears to the Permanent Secretary that the applicant is not acceptable as a manager of the school to the majority of the managers; or
 - (b) an IMC school if—
 - (i) the applicant is on a list of proposed managers which the Permanent Secretary refuses to approve under section 40BM or 40BW; or
 - (ii) subject to any exemption granted under section 40AR, the registration of the applicant as a manager of the school will render the composition of the incorporated management committee of the school inconsistent with the constitution of the committee.

31. 取消校董註冊的理由

- (1) 常任秘書長可在以下情況取消任何學校校董的註冊——
- (a) 如該人在任何社團或分支機構中屬《社團條例》(第151章)第2條所界定的幹事，而該社團或該分支機構的註冊或註冊豁免已根據該條例第5D條取消，或保安局局長已根據該條例第8條禁止該社團或該分支機構運作或繼續運作；
 - (ab) 如保安局局長已根據《維護國家安全條例》(2024年第6號)第60(1)或(2)條，就該條例第58條所界定的組織作出命令，而該人在緊接該項命令作出前，屬該組織的幹事(該條例第58條所界定者)；
 - (ac) 如行政長官會同行政會議已根據《公司(清盤及雜項條文)條例》(第32章)第360C或360N條，就該條例第2(1)條所界定的公司或非香港公司作出命令，而該人在緊接該項命令作出前，屬該公司的董事(該條例第2(1)條所界定者)；
 - (b) 基於第30(1)或(1A)條所指明而適用於該校董的任何理由，不論在該人註冊為該學校校董時該理由是否存在；
 - (c) 如常任秘書長覺得該人——
 - (i) 已停止出任校董；
 - (ii) 不能令人滿意地執行或並無令人滿意地執行校董的職責；
 - (d) 如該人已違反本條例任何條文；
 - (e) 如常任秘書長覺得——
 - (i) 該人註冊為校董的學校，其管理並不令人滿意；
 - (ii) 在該人註冊為校董的學校並無以適當方式促進其學生的教育；或
 - (iii) 該人註冊為校董的學校的任何學生在校舍內並未獲適當的監管或管制；
 - (g) (如屬設有法團校董會學校) 如常任秘書長接獲該學校的法團校董會的書面通知，表示——
 - (i) 該校董在未獲該會的同意下缺席該會在某學年內的所有會議；及

- (ii) 該校董已獲適當通知在該等會議中出席；
 - (h) 如該校董在常任秘書長提出要求後，沒有出示由註冊醫生於該項要求的日期後發出並證明該校董在健康方面適合執行校董職能的醫生證明書；
 - (i) 如常任秘書長接獲一份根據第40AX條發出的關於該校董的通知；或
 - (j) 如該校董違反第40BF條的規定。
- (2) 常任秘書長須在以下情況取消任何學校校董的註冊——
- (aa) 如常任秘書長就該校董接獲第39(2)(a)或40AK(1)(b)(i)條所指的通知；
 - (ab) 如常任秘書長接獲一份根據第40AW條發出的關於該校董的通知；或
 - (b) 應該校董提出的書面要求。
- (2A) 如常任秘書長覺得某不設法團校董會學校的多數校董不再接受該校的某校董為該校的校董，他須取消該校董的註冊。

Grounds for cancellation of registration of manager

- (1) The Permanent Secretary may cancel the registration of a manager of a school—
- (a) if the person has been an office-bearer, as defined in section 2 of the Societies Ordinance (Cap. 151), of any society or a branch which has had its registration or exemption from registration cancelled under section 5D, or its operation or continued operation prohibited by the Secretary for Security under section 8 of that Ordinance;
 - (ab) if the Secretary for Security has made an order under section 60(1) or (2) of the Safeguarding National Security Ordinance (6 of 2024) in relation to an organization (as defined by section 58 of that Ordinance), and the person was an office-bearer (as defined by section 58 of that Ordinance) of the organization immediately before the order was made;
 - (ac) if the Chief Executive in Council has made an order under section 360C or 360N of the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32) in relation to a company or non-Hong Kong company (as defined by section 2(1) of that Ordinance), and the person was a director (as defined by section 2(1) of that Ordinance) of the company immediately before the order was made;
 - (b) on any ground specified in section 30(1) or (1A) which applies to the manager, whether or not such ground existed at the time when he was registered as a manager of the school;
 - (c) if it appears to the Permanent Secretary that the person—
 - (i) has ceased to be a manager;
 - (ii) cannot perform satisfactorily or is not performing satisfactorily the duties of a manager;
 - (d) if the person has contravened any provision of this Ordinance;
 - (e) if it appears to the Permanent Secretary that—
 - (i) any school of which the person is registered as a manager is not being managed satisfactorily;
 - (ii) in any school of which the person is registered as a manager, the education of the pupils is not being promoted in a proper manner; or
 - (iii) any pupil of a school of which the person is registered as a manager is not under proper supervision or control while on the school premises;
 - (g) (where the school is an IMC school) if the Permanent Secretary receives a notice in writing from the incorporated management committee of the school that—
 - (i) the manager has been absent without the consent of the committee from all meetings of the committee in a school year; and
 - (ii) the manager has been given due notice to attend those meetings;
 - (h) if the manager fails to produce, upon request by the Permanent Secretary, a medical certificate issued by a registered medical practitioner after the date of such request certifying that the manager is physically fit to perform the functions of a manager;

- (i) if he receives a notice under section 40AX as regards the manager; or
- (j) if the manager contravenes section 40BF.
- (2) The Permanent Secretary shall cancel the registration of a manager of a school—
 - (a)
 - (aa) if he receives a notice under section 39(2)(a) or 40AK(1)(b)(i) in respect of the manager;
 - (ab) if he receives a notice under section 40AW as regards the manager; or
 - (b) at the written request of the manager.
- (2A) The Permanent Secretary shall cancel the registration of a manager of a school without IMC if it appears to him that the manager is no longer acceptable as a manager of the school to the majority of the managers of the school.

72. 限制進入校舍

- (2) 在以下情況下，任何人未經常任秘書長書面准許，不得進入或逗留在任何學校——
- (a) 如於任何時間——
 - (ii) 該人曾被拒絕註冊為校董或教員，或曾獲如此註冊而該項註冊其後被取消；
 - (v) 該人曾不獲批准出任學校校監或校長，或曾獲如此批准而該項批准其後被撤回。

Restrictions on entry into school premises

- (2) No person shall, without the permission in writing of the Permanent Secretary, enter or remain in any school—
- (a) if at any time—
 - (ii) he has been refused registration as a manager or a teacher, or having been so registered has had his registration cancelled;
 - (v) he has been refused approval as the supervisor or principal of a school, or having been so approved has had such approval withdrawn.

87. 罪行及刑罰

- (1) 任何人如——
- (c) 違反第27條; 或
 - (k) 在根據本條例提出任何申請時，或在與該等申請有關的事項中，不論以口頭或書面作出在要項上屬虛假的陳述或提供在要項上屬虛假的資料，而他知道或理應知道該項陳述或資料在要項上屬虛假；
- 即屬犯罪，一經定罪，可處罰款\$250,000及監禁2年。
- (2) 任何人如——
- (d) 如違反第72(1)或(2)條，
- 即屬犯罪，一經定罪，可處第6級罰款及監禁2年。

Offences and penalties

- (1) Any person who—
- (c) contravenes section 27; or,
 - (k) in or in connexion with any application under this Ordinance makes any statement or furnishes any information, whether such statement or information be verbal or written, which is false in any material particular and which he knows or reasonably ought to know is false in such particular,

shall be guilty of an offence and shall be liable on conviction to a fine of \$250,000 and to imprisonment for 2 years.

(2) Any person who—

(d) contravenes section 72(1) or (2),

shall be guilty of an offence and shall be liable on conviction to a fine at level 6 and to imprisonment for 2 years.

提 示

REMINDER

申請人與教育局及其他政府部門進行任何事務往來時，均不得向政府人員提供利益。

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

個人資料收集聲明

Personal Information Collection Statement

收集個人資料的目的

Purpose of Collection

1. 你在本表格提供的個人資料，會供教育局用於以下一項或多項用途：

The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:

- (a) 處理、核實及查證就校董註冊的申請及透過定期查核檢視校董的註冊；

Activities relating to the processing, authentication and counter-checking of the application for registration of managers, and reviewing the registration of managers through regular compliance checking;

- (b) 就上文(a)項所述的事項，將個人資料與政府相關政策局／部門資料庫進行核對；

Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the activities mentioned in (a) above;

- (c) 將個人資料與教育局資料庫進行核對，以核實／更新教育局的紀錄；

Activities relating to matching of the personal data within the database of the EDB for purposes of verifying / updating records of the EDB;

- (d) 培訓及發展，包括發出計劃／活動邀請、處理發還課程費用申請、評審提名、獎項和獎學金，以及監察達標進度(如適用)；

Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress, where applicable;

- (e) 處理及審核撥款／補助／津貼申請、發放撥款／補助／津貼，以及審計；

Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;

- (f) 編製統計資料、研究及政府刊物；

Activities relating to compilation of statistics, research and Government publications;

- (g) 執行規則及規例[包括但不限於《教育條例》(香港法例第 279 章)及其附屬法例(例如《教育規例》、《補助學校公積金規則》、《津貼學校公積金規則》)和《資助則例》)]；以及

Activities relating to the administration and enforcement of rules and regulations including but not limited to, the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidised Schools Provident Fund Rules) and the Codes of Aid; and

- (h) 根據《教育條例》第 8(3)條的規定，備存法團校董會的登記冊供公眾人士查閱。

Activities relating to maintaining a register of incorporated management committees for public inspection as provided for under section 8(3) of the Education Ordinance.

2. 你必須按本表格的要求及於本局處理本表格的過程中提供個人資料。假如你沒有提供該等個人資料，本局可能無法辦理或繼續處理申請。

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.

可獲轉移資料者

Classes of Transferees

3. 你提供的個人資料會供教育局人員取閱。除此之外，本局亦可能會向下列各方或在下述情況轉移或披露該等個人資料：

The personal data you provide will be made available to persons working in the EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-

- (a) 政府其他政策局及部門，包括但不限於保安局、香港海關、律政司、香港警務處、入境事務處、廉政公署、破產管理署、選舉事務處，必要時以用於上文第 1 段所述的用途；
other Government bureaux and departments, including but not limited to, Security Bureau, Customs and Excise Department, Department of Justice, Hong Kong Police Force, Immigration Department, Independent Commission Against Corruption, Official Receiver's Office, Registration and Electoral Office, where necessary, for the purposes mentioned in paragraph 1 above;
- (b) 與本表格相關的學校人員、批註團體或人及辦學團體，以用於上文第 1 段所述的用途；
the school personnel, endorsing body or person(s) and the school sponsoring body in which the form relates for the purposes mentioned in paragraph 1 above;
- (c) 你曾就披露個人資料給予訂明同意；以及

where you have given your prescribed consent to such disclosure; and

- (d) 根據適用於香港的法例或法庭命令授權或規定披露個人資料。

where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

查閱個人資料

Access to Personal Data

4. 你有權要求查閱及更正教育局所持有關於你的個人資料。如需查閱或更正個人資料，請以書面向助理文書主任(註冊檢視)提出。(地址：香港柴灣利眾街 24 號東貿廣場 29 樓 A-C 室或電郵：acorr@edb.gov.hk)

You have the right to request access to and correction of your personal data held by the EDB. Request for access or correction of personal data should be made in writing to Assistant Clerical Officer (Registration Review) at Units A-C, 29/F, E-Trade Plaza, 24 Lee Chung Street, Chai Wan, Hong Kong or email to acorr@edb.gov.hk.

5. 有關《教育局私隱政策及實務聲明》，請瀏覽本局網頁（www.edb.gov.hk）（主頁 > 有關教育局 > 教育局資訊 > 私隱政策及實務聲明）

For “Education Bureau - Statement of Privacy Policy and Practices”, please access the EDB Homepage (www.edb.gov.hk) (Main page > About EDB > Bureau’s Information > Privacy Policies and Practices)

<https://eformss.edb.gov.hk/eformss/Form105>

校董註冊申請書

APPLICATION FOR REGISTRATION AS A MANAGER

第 I 部 (個人資料) Part I (Personal Particulars)

1. 本人現根據《教育條例》(第 279 章)第 28 條申請註冊為學校的校董，有關本人的資料詳情如下：

In accordance with section 28 of the Education Ordinance (Cap. 279), I hereby apply for registration as a manager of a school. For the purpose, my particulars are as follows:

在此貼上申請人正面
半身近照並跨越照片
右下方及表格簽署
Affix full face recent
photograph of applicant
here and sign across
right bottom corner of
photograph and form

- (a) 姓名(*先生／女士／太太／小姐) Name (*Mr./ Ms./ Mrs./ Miss)

(見註 1) (See Note 1)

(依香港身份證上所載) (As shown on Hong Kong Identity Card)

- (i) 英文 in English

(姓) (Surname)

(名) (Other names)

- (ii) 中文 in Chinese

- (iii) 中文姓名電碼 Chinese character code

(依香港身份證上所載) (As shown on Hong Kong Identity Card)

- (b) 住址(請填寫完整住址)

Residential address (full address is required)

- (c) 通訊地址(如與住址不同) Correspondence address (if different from the residential address)

- (d) 電話號碼 Telephone number
(見註 2) (See Note 2)

(i)

(辦公室)
(Office)

(ii)

(個人手提電話)
(Personal mobile
phone)
[必須填寫
Mandatory Field]

(iii)

(住宅)

(Residential)

- (e) 傳真號碼(如有的話) Fax number (if any)

- (f) 個人電郵地址 Personal e-mail address

(見註 2) (See Note 2)

[必須填寫 Mandatory Field]

- (g) 香港身份證號碼 Hong Kong Identity Card number

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- (h) 出生日期 Date of birth

日 Day

月 Month

年 Year

(見註 3 及 4) (See Notes 3 and 4)

- (i) 出生地點 Place of birth

- (j) 學歷詳情 Particulars of educational qualifications

(k) 學校管治方面的經驗
Experience in school governance

(l) 職業 Occupation

第 II 部 (擬出任校董之相關資料) Part II (Information of Proposed Manager)

(凡申請註冊為一所以上設有法團校董會的學校／擬辦設有法團校董會的學校的辦學團體校董／替代辦學團體校董，而有關學校是由同一辦學團體營辦，請填寫附件 I 內的相關欄目，以提供全部有關學校、校董類別及任期的詳情。)

(For an applicant to be registered as a sponsoring body manager/ an alternate sponsoring body manager of more than one IMC school/proposed IMC school under the same sponsoring body, please provide details of all the schools concerned, category of manager to be registered and details of tenure of office by completing the respective columns of the Annex I attached.)

1. 本人擬出任校董的學校詳情 Details of the school of which I wish to become a manager are —

(a) 學校名稱 Name of school

(b) 學校地址 Address of school

2. 擬註冊為校董的類別(見註 1 及 5 和第 IV 部)(請在適當的方格內加上✓號)

Category of manager to be registered under (See Notes 1 and 5 and Part IV) (Please tick as appropriate.)

☐ 辦學團體校董
Sponsoring Body Manager

☐ 替代辦學團體校董
Alternate Sponsoring Body Manager

☐ 校長(當然校董)
Principal (ex-officio manager)

☐ 教員校董(見註 6)
Teacher Manager (See Note 6)

☐ 替代教員校董(見註 6)
Alternate Teacher Manager (See Note 6)

☐ 家長校董(見註 7)
Parent Manager (See Note 7)

☐ 替代家長校董(見註 7)
Alternate Parent Manager (See Note 7)

☐ 校友校董(見註 8)
Alumni Manager (See Note 8)

☐ 獨立校董(見註 9)
Independent Manager (See Note 9)

3. 任期：由_____年_____月_____日 至 _____年_____月_____日
Tenure of office: from _____ to _____

(見註 1 及 13) Day / Month / Year

Day / Month / Year

(See Notes 1 & 13)

(如適用) (where appropriate)

4. (a) 本人現為下列其他學校的校董：I am a current manager of the following other schools:

(如你現時並非任何學校的校董，請填上「無」。) (Please write "NIL" if you are not a manager of any school.)

編號 學校名稱
No. Name of school

1.
2.
3.
4.

(如有需要，請另紙書寫，並在每張紙上簽署。) (Please use additional sheet(s), where necessary, and have each sheet duly signed.)

(b) 本人亦已申請註冊為下列其他學校的校董：

(如不適用，請填上「無」。)

I have also applied for registration as a manager of the following other schools:

(Please write "NIL" if not applicable.)

編號 No.	學校名稱 Name of school
1.
2.
3.
4.

(如有需要，請另紙書寫，並在每張紙上簽署。)(Please use additional sheet(s), where necessary, and have each sheet duly signed.)

第 III 部 (自我申報／承諾／聲明) Part III (Self-reporting/ Undertaking/ Declaration)

I. 有關刑事罪行紀錄 (Criminal Offence Records)

- 1(a). 你是否曾在香港或其他地方被裁定已犯可判處監禁的刑事罪行？(如有的話，請提供詳情及有關文件，例如警方發出的刑事定罪紀錄。如無該類紀錄，請勾選「無」。) 已失時效的判罪亦須申報，你可選擇將已失時效的判罪填寫在附件 II 的申報表內，並將填妥的申報表直接寄交註冊檢視小組。(見註 10)

Have you ever previously been convicted in Hong Kong or elsewhere of a criminal offence punishable with imprisonment? (If yes, please provide details and attach relevant document(s), e.g. Criminal Record Summary issued by the Police. If there is no such record, please tick "Nil".) You are required to declare spent conviction(s) as well, if any. Please note that you may choose to declare your spent conviction(s) separately by completing the Declaration Form on Annex II and send it to the Registration Review Team direct. (See Note 10)

☐ 無 Nil

☐ 有 Yes, 詳情 Details :

.....
.....

- 1(b). 你是否涉及／干犯任何可判處監禁的刑事罪行，即使個案仍在調查階段／正在進行法律程序而未被定罪？(如任何情形適用，請提供詳情。如不適用，請勾選「無」。)

Are you involved in/ committed a criminal offence punishable with imprisonment, even though the case is still under investigation/ court proceedings? (If any situation applies, please give details. If not, please tick "Nil".)

☐ 無 Nil

☐ 有 Yes, 詳情 Details :

.....
.....

- 1(c). 為核實本申請書內的資料及定期查核／檢視校董註冊情況，本人現授權香港警務處處長或其代表向教育局發放有關本人的全部刑事判罪紀錄詳情(如有的話)，包括根據《罪犯自新條例》(第 297 章)的已失時效判罪。本人明白在遞交申請表／註冊為校董後，當本人在香港或其他地方被裁定犯可判處監禁的刑事罪行，或涉及任何案件，即使案件仍在調查階段／正在進行法律程序而未被定罪，本人須儘快以書面形式通知有關批註人及教育局，以跟進本人的註冊申請及／或檢視本人的註冊情況。(見註 11)

For the purposes of verifying the information provided in this application form and reviewing the registration status through regular compliance checking, I hereby authorize the Commissioner of Police, or his representatives, to release full particulars of any and all details of my criminal conviction record(s), including spent conviction(s) under the Rehabilitation of Offenders Ordinance (Cap. 297), if any, to the Education Bureau. I understand that after submitting the application form / registration as a manager, if I am convicted of a criminal offence punishable with imprisonment in Hong Kong or elsewhere, or if I am involved in any case, even if the matter is still under investigation or pending legal proceedings, I must promptly notify the relevant endorser and the Education Bureau in writing to follow up on my registration application and/or review my registration status. (See Note 11)

II. 有關破產紀錄 (Bankruptcy Records)

- 2(a). 你是否《破產條例》(第 6 章)所指的破產人，或已根據該條例訂立自願安排？(如有的話，請提供詳情，如無該類紀錄，請勾選「無」。)

Are you a bankrupt within the meaning of the Bankruptcy Ordinance (Cap. 6) or have you entered into a voluntary arrangement under that Ordinance? (If yes, please provide details. If there is no such record, please tick "Nil".)

☐ 無 Nil

☐ 有 Yes, 詳情 Details :

.....

.....

.....

- 2(b). 為核實本申請書內的資料及定期查核／檢視校董註冊情況，本人現授權破產管理署向教育局發放有關本人的全部破產令／自願安排的紀錄詳情(如有的話)。本人明白在遞交申請表／註冊為校董後，當本人成為破產人／已訂立自願安排，本人須儘快以書面形式通知有關批註人及教育局，以跟進本人的註冊申請及／或檢視本人的註冊情況。(見註 11)

For the purposes of verifying the information provided in this application form and reviewing the registration status through regular compliance checking, I hereby authorize the Official Receiver's Office to release full particulars of any and all details of my bankruptcy record(s), including individual voluntary arrangement under the Bankruptcy Ordinance (Cap. 6), if any, to the Education Bureau. I understand that after submitting the application form / registration as a manager, if I become a bankrupt / have entered into a voluntary arrangement, I must promptly inform the endorser and Education Bureau in writing to follow up on my registration application and/or review my registration status. (See Note 11).

III. 其他有關管理不善／專業失德的紀錄 (Other Records Related to Mismanagement / Professional Misconduct)

3. 你是否曾遭拒絕註冊為任何學校的校董或教員，或曾遭拒絕獲准許教學，或曾獲如此註冊或曾獲如此准許而其後註冊或准許被取消？(如任何情形適用，請提供詳情。如不適用，請勾選「無」。)

Have you ever previously been refused registration as a manager of any school or as a teacher, or ever been refused permission to teach, or having been so registered or given permission and yet had the registration or permission cancelled? (If any situation applies, please give details. If not, please tick "Nil".)

☐ 無 Nil

☐ 有 Yes, 詳情 Details :

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4. 你是否有任何其他情況或紀錄，會影響你是否適合根據《教育條例》(第 279 章)註冊為校董？例如，你是否涉及任何失德或違反專業操守的行為而正接受調查？你是否曾被法院頒布取消資格令，禁止閣下在任何公司擔任董事？(如有的話，請提供詳情及有關文件；如無該類紀錄，請勾選「無」。)

Are there any other circumstances or records that may cast doubt on your fitness and properness for registration as a manager under the Education Ordinance (Cap.279)? For example, are you suspected of committing an act of immorality or professional misconduct, and the case is under investigation? Have you ever been made with a disqualification order by the court forbidding you to act as a director of any company? (If yes, please provide details and relevant document(s). If not, please tick "NIL".)

☐ 無 Nil

☐ 有 Yes, 詳情 Details :

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IV. 校董的職責 (Responsibilities of School Manager)

- 5(a). 本人明白根據《教育條例》第 40AD 及 40AE(2)條，設法團校董會的學校須由法團校董會管理。法團校董會須按照辦學團體所訂定的抱負及辦學使命而制訂學校的教育政策；為學校的表現而向常任秘書長及辦學團體負責；確保學校實踐其辦學使命；以恰當方式促進學校的學生教育；及上述條例得以遵守。本人明白及致力確保學校的管理和運作必須嚴格遵照《教育條例》、《教育規例》、香港相關法例及教育局不時發出的行政指令及／或指引。

I understand that under Sections 40AD and 40AE(2) of the Education Ordinance, a school with an incorporated management committee shall be managed by the incorporated management committee. The incorporated management committee of a school shall formulate education policies of the school in accordance with the vision and mission set by the sponsoring body; account to the Permanent Secretary and the sponsoring body for the performance of the school; ensure that the mission of the school is carried out; ensure that the education of the pupils of the school is promoted in a proper manner; and that the aforementioned Ordinance is complied with. I acknowledge and am committed to ensuring that the school's management and operation strictly adhere to the Education Ordinance, the Education Regulations, relevant Hong Kong laws, and administrative directives and/or guidelines issued by the Education Bureau from time to time.

- 5(b). **【適用於直接資助計劃(“直資”)學校】(Applicable to DSS schools)**

本人聲明已閱讀及明白有關《直接資助計劃學校的管治及行政事宜的自評清單》內容(“清單”)，並承諾會時刻遵守清單上所列明的要求。(見註 12)

I declare that I have read and understood the contents of the “*Self-evaluation Checklist on Governance and Administration of DSS Schools*” (“*the Checklist*”), and I shall comply with all the requirements as listed on the Checklist. (See Note 12)

V. 向公眾披露校董資料 (Disclosure of Manager Information to Public)

6. 本人明白根據《教育條例》第 8 條，為了令公眾人士能夠確定他是否正與一名校董往來；及確保法團校董會的透明度及問責性，當本人註冊為法團校董會的校董後，本人的姓名、在該法團校董會所屬的校董類別及任期，均須透過教育局網頁(www.edb.gov.hk) 供公眾人士查閱。(主頁 > 學校行政及管理 > 校本管理 > 法團校董會登記冊)

I understand that under Section 8 of the Education Ordinance, to enable any member of the public to ascertain whether he is dealing with a manager and to ensure the transparency and accountability of the incorporated management committee (IMC), upon my registration as an IMC manager, my name, category of manager, and term of office will be made available for public access through the Education Bureau website (www.edb.gov.hk). (Home > School Administration & Management > School-based Management > Register of IMC)

VI. 確認資料及個人資料收集聲明 (Confirmation of Information and Personal Data Collection Statement)

- 7(a). 本人確認就本人所知及所信，本申請書內一切內容均屬真實及詳盡。本人確認已閱讀及明白本表格第 III 部，並承諾會遵從相關要求，包括即時向教育局申報／更新本人的相關資料及／或紀錄(如適用)。

I declare that all the contents of this application are true and complete to the best of my knowledge and belief. I have read and understood the contents of Part III of this application form. I pledge to comply with the related requirements, including to report/update any of my related information and/or records to the Education Bureau (if applicable).

- 7(b). 本人確認已閱讀及明白此表格上的個人資料收集聲明。本人聲明及同意在本申請所載的任何個人資料，可根據此個人資料收集聲明收集及使用。本人知悉及同意就個人資料收集聲明所述目的視乎情況轉移本人的個人資料至個人資料收集聲明所載的可獲轉移資料者。

I have read and understood the contents of the Personal Information Collection Statement ("PICS") attached to this application form. I declare and agree that any personal data and other information relating to me contained in this application form may be collected and utilized in accordance with the PICS. I acknowledge and consent to the transfer of my personal data, as the case may be, for the purposes and to the types of transferee as set out in the attached PICS.

VII. 提交證明文件 (Submission of Documentary Proof)

8. 現附上本人香港身份證副本一份。I attach a copy of my Hong Kong Identity Card.

(若申請人選擇不提供香港身份證副本，註冊檢視小組將為申請人安排會面，讓申請人親自出示香港身份證以供核對。若申請人作該選擇，則請刪去此項。)

(If the applicant chooses not to provide a photocopy of his/her Hong Kong Identity Card, the Registration Review Team will, for verification purpose, arrange an interview so that he/she can produce his/her Hong Kong Identity Card in person. If this is the case, please delete this item.)

簽署(中文)[#]
Signature
(Chinese)[#]

:

簽署(英文)[#]
Signature
(English)[#]

:

申請人姓名
Name of Applicant

:

日期
Date

:

* 請刪去不適用者。 Please delete as appropriate.

如有的話，請同時提供中文及英文簽署。 Please provide both Chinese and English signatures, if any.