

Application Form

Second School Allocation Exercise 2014

Application for Allocation of School Premises for Physical Extension of Aided Primary School(s) for a Time-Limited Period/ Operation of Separate Time-Limited Aided Primary School(s) for Provision of Additional Primary School Places in Kwun Tong

Please read the guidance notes before completing this form.

Intended Mode of Operation and Location Preference:

1. Please indicate your mode of preference in this application¹ :

- # For Physical Extension of an Existing Aided Primary School for a Time-Limited Period
- For Setting Up a Separate Time-Limited Aided Primary School

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

2. Please indicate your location preference for this application :

<u>Item No.</u>	<u>Location</u>	<u>Priority²</u>
VS1	Ex-premises of Five Districts Business Welfare Association Yan Kow School (Estate School No. 2, Ping Shek Estate, Kwun Tong)	[]
VS2	Ex-premises of Grantham College of Education Past Students' Association Kwun Tong Primary School (Estate Primary School No.1, Shun On Estate, Kwun Tong)	[]

Registered Name of the Applicant Body³:

(English)

(Chinese)

Correspondence Address:

(English)

(Chinese)

¹ A separate set of application documents (including application form, proposed school plan, and other documents as listed in the checklist of the application form) should be submitted for each application for operation of separate time-limited aided primary school, and for each application for extension of existing aided primary school. As for applicant bodies submitting application for operating one separate time-limited aided primary school/ time-limited extension of existing aided primary school at both vacant school premises, it only needs to submit one set of application documents.

² Please indicate order of priority with “1” as “most wanted”. If an applicant body wants to take up both premises for operation of one time-limited aided primary school or as physical extension of one aided primary school on a time-limited basis, it could indicate “1” in both boxes. All applications are subject to scrutiny by the Government or its advisory bodies, and priorities indicated by applicants will be taken into account. Nothing in this exercise shall oblige the Government to allocate any premises to any party or follow the priorities indicated by the applicants.

³ To be eligible for submitting the application for physical extension of an existing aided primary school, the applicant body should be a registered school sponsoring body for that school.

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School proposed for physical extension (if applicable):

(English) _____

(Chinese) _____

Full address of the School: _____

Name of Contact Person:

(English) (*Mr/ Miss/ Ms/ Mrs) _____

(Chinese) _____ (*先生/小姐/女士/太太)

Position: (English) _____ Telephone No: _____

(Chinese) _____ Fax No: _____

Email Address: _____

**Please delete as appropriate*

Eligibility Requirement⁴

1. Is the applicant body registered under the Companies Ordinance?

Yes

No (Please specify under which Ordinance the applicant body is incorporated in Hong Kong:

_____)

2. Is the applicant body a charitable institution or trust of a public character exempted from tax under Section 88 of the Inland Revenue Ordinance?

Yes

No.

Please put a "✓" in the appropriate box.

Checklist on the documents required:

Enclosed

- | | |
|--|--------------------------|
| 1. Duly completed and signed original copy of the application form. | <input type="checkbox"/> |
| 2. Applicant body's Memorandum & Articles of Association/Articles of Association and Annex I of this Application Form (only applicable if the applicant body is incorporated under the Companies Ordinance.) | <input type="checkbox"/> |
| 3. Survey form on existing school's class structure and enrolment situation (only applicable if the applicant body is applying for physical extension of an existing aided primary school) (Annex II of this Application Form) | <input type="checkbox"/> |
| 4. Applicant body's incorporation document | <input type="checkbox"/> |
| 5. Applicant body's certificate of exemption from tax | <input type="checkbox"/> |

⁴ Please note the eligibility requirements of the applicant bodies as set out in Item 1 of the Guidance Notes.

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6. 19 copies each of (i) proposed school plan (NOT MORE THAN 10 pages[#] including all annexes) plus a 2-page[#] executive summary and (ii) list of operating schools run by the applicant body (if any) with school names, addresses and types; and 2 CD-ROMs containing (i) and (ii).
7. Documentary proof that parents and teachers have been consulted on physical extension of the school and their views about the physical extension (only applicable if the applicant body is applying for physical extension of an existing aided primary school).

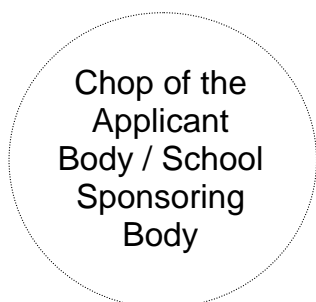
[#] Contents in pages exceeding the page limits would not be considered.

If the applicant body is allocated a school premises, it will be committed to:

- (a) implementing education initiatives promoted by the Education Bureau; and
- (b) signing a Tenancy Agreement for use of the school premises and service agreement(s) which will serve to facilitate quality control and to ensure compliance with relevant education policies.

Disclosure of information

We understand that all the information we provide to the Government in connection with our application under this School Allocation Exercise will be used for processing this School Allocation Exercise only. The information may be disclosed to any other Government bureaux/ departments/ officers or any other third party responsible for this allocation exercise as the Government shall consider appropriate.



Name of Responsible Person:

Signature : _____

(English) : _____

(Chinese) : _____

Position : _____

Organisation : _____

Date : _____

The invitation for application and submission of detailed school proposal is non-binding by nature. It does not constitute any kind of offer or the basis of any kind of offer to any party for school allocation, nor does it create any legal obligations on the Government. It does not prejudice any future scrutiny by the School Allocation Committee/ Government, nor commit them to any course of action including whether or not to approve any allocation at all, irrespective of the number of applications received. Nothing in this invitation shall oblige the Government to allocate the premises to any party at any time.

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Annex I

Standard Text required for Allocation of a School Site/ Premises

(only applicable if the applicant body is incorporated under the Companies Ordinance)

To be eligible for allocation of a school premises, the Articles of Association (A&A) submitted by the Applicant Body should contain *all* the standard texts stipulated below. Please indicate in the boxes on the right-hand column the relevant clause/ article numbers of the Applicant Body's A&A that correspond to the standard clauses and articles required.

If any of the standard clauses and articles has not been included in the Applicant Body's A&A, please put down "*not included*" in the boxes. If the application is successful, the Applicant Body will be required to revise its A&A accordingly and seek approval from the Registrar of Companies for the revision to be made.

	Standard Articles Articles of Associations	Article No.
<u>Objects</u>		
1.	The objects for which the Association is established ("Objects") are specifically expressed below: (Here express objects shortly)	<input type="text"/>
(1)	To establish and maintain a non-profit-making school or schools.	<input type="text"/>
(2)	To.....	
(3)	To.....	
(n)	To do all such other lawful things as are incidental or conducive to the attainment of the above Objects.	<input type="text"/>
Provided that:		
i.	In case the Association shall take or hold any property which may be subject to any trusts, the Association shall only deal with or invest the same in such manner as allowed by law, having regard to such trusts.	<input type="text"/>
ii.	The Objects of the Association shall not extend to the regulation of relations between workers and employers or organizations of workers and organizations of employers.	<input type="text"/>
<u>Powers of the Association</u>		
2.	The Association has power to do anything which is calculated to further its Objects but not otherwise, or is conducive or incidental to doing so. In particular, the Association has powers:	<input type="text"/>
(1);	
(2); and	
(3)	
<u>Amendments to articles of association</u>		
3.	No addition, alteration, or amendment shall be made to or in these articles	<input type="text"/>

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of association of the Association, unless such addition, alteration or amendment has previously been submitted to and approved by the Registrar of Companies in writing or is made under a direction given under section 104(2)(b) or 105 of the Companies Ordinance.

Application of income and property

- 4 (1) The income and property of the Association shall be applied solely towards the promotion of the Objects as set out in these articles.
- (2) Subject to sub-article (3) below, none of the income or property of the Association may be paid or transferred directly or indirectly, by way of dividend, bonus, or otherwise howsoever, to any members of the Association.
- (3) The requirement under sub-article (2) above does not prevent the payment by the Association:
- a) of reasonable and proper remuneration to a member of the Association for any goods or services supplied by him or her to the Association;
 - b) of reimbursement to a member of the Association for out-of-pocket expenses properly incurred by him or her for the Association;
 - c) of interest on money lent by a member of the Association to the Association at a reasonable and proper rate which must not exceed 2% per annum above the prime rate prescribed for the time being by the Hongkong and Shanghai Banking Corporation Limited for Hong Kong dollar loans;
 - d) of rent to a member of the Association for premises let by him or her to the Association: Provided that the amount of the rent and the other terms of the lease must be reasonable and proper; and such member must withdraw from any meeting at which a proposal or the rent or other terms of the lease are under discussion; and
 - e) of remuneration or other benefit in money or money's worth to a body corporate in which a member of the Association is interested solely by virtue of being a member of that body corporate by holding not more than one-hundredth part of its capital or controlling not more than a one-hundredth part of its votes.

Liability of members

5. The liability of the members is limited.
6. Each person who is a member of the Association undertakes that if the Association is wound up while the person is a member of the Association,

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or within one year after the person ceases to be such a member, the person will contribute an amount required of the person, not exceeding to the Association's assets -

- (a) for payment of the Association's debts and liabilities contracted before the person ceases to be such a member;
- (b) for the payment of the costs, charges and expenses of winding up the Association; and
- (c) for the adjustment, among the contributories, of their rights.

Net assets on winding up and dissolution

7. If upon the winding up or dissolution of the Association there remains, after the satisfaction of all its debts and liabilities, any property whatsoever ("the net assets"), the net assets shall not be paid to or distributed among the members of the Association but shall be given or transferred to some other institution or institutions, having objects similar to the Objects, and which shall prohibit the distribution of its or their income and property amongst its or their members to an extent at least as great as is imposed on the Association under or by virtue of Article 4 above and this article, such institution or institutions to be determined by a resolution of the members of the Association at or before the time of dissolution and in default thereof by a Judge of the High Court of the Hong Kong Special Administrative Region having jurisdiction in the matter. If and so far as effect cannot be given to the aforesaid provisions, the net assets shall be applied for charitable purposes as directed by a Judge of the High Court of the Hong Kong Special Administrative Region having jurisdiction in the matter.

Operation of school(s)

8. The Association shall use its best endeavors to ensure that all school(s) managed by itself or under its direct or indirect supervision are operated in all respects to the full satisfaction of the Permanent Secretary for Education and in the best interest of the students, including but not limited to ensuring compliance with the applicable legislation and such other requirements as specified from time to time by the Permanent Secretary for Education.

Management Committee/ Incorporated Management Committee

9 (i) The Directors shall, in accordance with the provisions of the Education Ordinance, set up for each school established or carried on by the Association a management committee or an incorporated management committee established under the Education Ordinance. Subject to the provisions of the Education Ordinance, the members of the management committee or the incorporated management

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committee may be appointed or elected either for a fixed term or without limitation as to the period for which each of them is to hold office, and the nominees shall make application to the Permanent Secretary for Education for registration as managers under the provisions of the Education Ordinance.

(ii) Subject to the provisions of the Education Ordinance, the Directors may remove or dismiss a member of a management committee from office and a member of an incorporated management committee may be removed or dismissed in accordance with the Education Ordinance. Any member so removed or dismissed and any member whose term of office has expired and has not been renewed or extended shall forthwith tender his resignation in writing to the Permanent Secretary for Education as a registered manager under the Education Ordinance.

(iii) The Directors or the management committee or the incorporated management committee shall nominate in accordance with the provisions of the Education Ordinance another member to replace a member of a management committee or an incorporated management committee who has been removed or dismissed or whose term of office has expired and such nominee shall make application to the Permanent Secretary for Education for registration as a manager under the provisions of the Education Ordinance.

(iv) A member of a management committee may be but need not necessarily be a Director. The composition of an incorporated management committee shall comply with the provisions of the Education Ordinance.

10. It shall be the special responsibility of a management committee or an incorporated management committee to manage the school in accordance with the Education Ordinance, and in all respects to the satisfaction of the Permanent Secretary for Education.

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Annex II

Second School Allocation Exercise 2014

**Application for Allocation of School Premises
for Physical Extension of Aided Primary School(s) for a Time-Limited Period/
Operation of Separate Time-Limited Aided Primary School(s)
for Provision of Additional Primary School Places in Kwun Tong**

(Only applicable for application for physical extension of an existing aided primary school)

Survey Form on Existing School's Class Structure and Enrolment Situation

1. School Particulars

School Name: _____

District: _____ Finance Type: _____

2. Class Structure and Enrolment Situation as at September 2013

	P1	P2	P3	P4	P5	P6	Total
No. of Classes							
Enrolment							

Net Vacancy: _____