

## Application Form

### School Allocation Exercise 2016 Application for Allocation of School Premises for Physical Extension of an Existing Secondary School

(Ex-premises of St Paul's Co-educational (Kennedy Road) Primary School  
at 26 Kennedy Road, Hong Kong )

Please read the Guidance Notes before completing this form.

#### Information on secondary school applying for physical extension:

##### Full Name of the School:

(English) \_\_\_\_\_

(Chinese) \_\_\_\_\_

##### Full address of the School:

(English) \_\_\_\_\_

(Chinese) \_\_\_\_\_

**Finance Type:** \_\_\_\_\_ \* Government/ Aided/ Direct Subsidy Scheme/ Caput

*\*Please delete as appropriate*

##### Registered Name of the School Sponsoring Body<sup>1</sup>:

(English) \_\_\_\_\_

(Chinese) \_\_\_\_\_

##### Correspondence Address:

(English) \_\_\_\_\_

(Chinese) \_\_\_\_\_

##### 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*

<sup>1</sup> The school sponsoring body must be the registered school sponsoring body for the applicant school meeting the eligibility requirement.

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## Eligibility Requirements<sup>2</sup>

1. Is the school sponsoring body registered under the Companies Ordinance?

# Yes

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

2. Is the school sponsoring body exempt 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. School sponsoring body's Articles of Association and Annex I of this Application Form (only applicable if the school sponsoring body is incorporated under the Companies Ordinance.)   | <input type="checkbox"/> |
| 3. School sponsoring body's incorporation documents, including the content of the relevant Ordinance (only applicable if the school sponsoring body is incorporated under other ordinances)   |                          |
| 4. School sponsoring body's certificate of exemption from tax   |                          |
| 5. Survey form on existing school's physical conditions, facilities, class structure and enrolment situation (Annex II of this Application Form)  | <input type="checkbox"/> |
| 6. 19 copies each of (i) proposed school plan (NOT MORE THAN 10 pages <sup>#</sup> including all annexes) plus a 2-page <sup>#</sup> executive summary and (ii) list of operating schools run by the school sponsoring body with school names, addresses and types (if any); and 2 CD-ROMs containing (i) and (ii). | <input type="checkbox"/> |
| 7. Documentary proof that parents and teachers have been consulted on the proposed physical extension of the school and their views about the proposal.   | <input type="checkbox"/> |

<sup>#</sup> Contents in pages exceeding the page limits would not be considered.

### **If the school sponsoring body is allocated the 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 at respective times as specified by the Government.

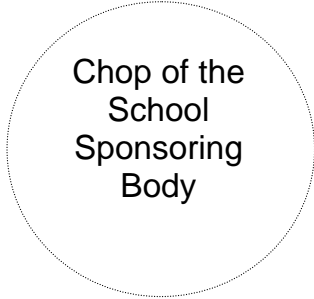
### **Disclosure of information**

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<sup>2</sup> Please note the eligibility requirements as set out in Item 1 of the Guidance Notes.

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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.

# Application Form

Annex I

## Standard Text required for Allocation of a School Site/ Premises

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

To be eligible for allocation of a school premises for physical extension, the Articles of Association (A&A) submitted by the School Sponsoring 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 School Sponsoring 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 School Sponsoring Body's A&A, please put down "*not included*" in the boxes. If the application is successful, the School Sponsoring Body will be required to revise its A&A accordingly and seek approval from the Registrar of Companies for the revision to be made.

	<b>Standard Articles Articles of Associations</b>	<b>Article No.</b>
<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.....	<input type="text"/>
(3)	To.....	<input type="text"/>
(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)	.....;	<input type="text"/>
(2)	.....; and	<input type="text"/>
(3)	.....	<input type="text"/>

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### Amendments to articles of association

3. No addition, alteration, or amendment shall be made to or in these articles 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.

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### 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, 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.

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### 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 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.

# Application Form

**Annex II**

**School Allocation Exercise 2016**  
**Application for Allocation of School Premises for**  
**Physical Extension of an Existing Secondary School**

**Survey Form on Existing School's Physical Conditions, Facilities,**  
**Class Structure and Enrolment Situation**

## 1. School Particulars

School Name: \_\_\_\_\_

District: \_\_\_\_\_ Finance Type: \_\_\_\_\_

## 2. Physical Conditions

Age of School Building : \_\_\_\_\_ Years                      Site Area: \_\_\_\_\_ m<sup>2</sup>

The school has undergone the School Improvement Programme (SIP):

\* Yes    Phase: \_\_\_\_\_    Year of Completion: \_\_\_\_\_

No

\* Please put a "✓" in the appropriate box

## 3. Existing Facilities

Please list out below the facilities, with number, that the existing school is provided with. If the school has undergone SIP, please *separately* indicate the number of the facilities provided by SIP under the appropriate column.

Facilities	Total No. (A) <i>[Including those listed in (B)]</i>	No. provided by SIP <sup>3</sup> (B)
● Classrooms		
Special rooms :		
● Small Group Teaching Room		
● Music Room		
● Visual Arts Room		
● Computer Assisted Learning Room		
● Prep Room for Computer Assisted Learning		
● Integrated Science Lab		
● Prep Room for Integrated Science		

<sup>3</sup> <sup>3</sup> For example, if the school had 20 classrooms originally and has obtained 4 additional classrooms through SIP, then for the item "Classrooms" in Column (A), it should be 24, while in Column (B), it should be 4.



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● Biology Lab		
● Prep Room for Biology Lab		
● Physics Lab		
● Chemistry Lab		
● Prep room for Physics and Chemistry Lab		
● Dark Room for Physics		
● Design and Technology Workshop		
● Needlework Room		
● Home Management Room		
● Geography Room		
● Computer Room		
● Library and Language Room		
Other facilities:		
● Guidance Activity Room		
● Interview Room		
● Headmaster's Office		
● Deputy Headmaster's Office		
● Discipline Master's Office		
● Career Master's Room		
● Social Worker's Office		
● General Office		
● Medical Inspection Room		
● Printing Room & Security Store		
● General Store		
● Staff Room		
● Staff Common Room		
● Student Guidance Officer's Office		
● Pantry		
● Conference Room		
● Assembly Hall		
● Stage		
● Chair Store & Dressing Room		
● Physical Education Store/ Changing Rooms		
● Covered Playground		
● Playground with no Cover		
● Multi-purpose Area		
● Student Activity Centre		
● Tuck Shop cum Central Proportioning Area		

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● Stores		
● Toilet for the Disabled		
● Lift for the Disabled/ Fireman		
Others (please specify):		

### 4. Class Structure and Enrolment Situation as at September 2015

	S1	S2	S3	S4	S5	S6	Total
No. of Classes							
Enrolment							

Net Vacancy: \_\_\_\_\_