

# Application Form

## School Allocation Exercise Application for Allocation of a Government-built School Premises for Reprovisioning of a Government or Aided Secondary School

*Please read the guidance notes at Appendix I before completing this form.*

**(Please use one application form for each school for reprovisioning.)**

**Secondary School proposed to be reprovisioned:** \_\_\_\_\_

**Full address of the School:** \_\_\_\_\_

**Location Preference** (please put a “√” in the appropriate box.)

(See Appendix II):

- ☐ \_\_\_\_\_ (in order of preference)  
☐ No preference

Registered Name of the Applicant Body:

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

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

Correspondence Address:

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

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

Name of Contact Person:

(English) (\*Mr / Mrs / Ms) \_\_\_\_\_ (\*Please delete as appropriate)

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

Position: \_\_\_\_\_ Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

### Checklist on the documents required:

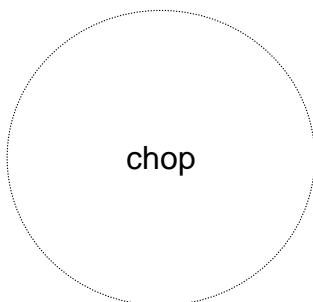
Enclosed

- |   |                          |
|---|--------------------------|
| 1. Applicant body's incorporation document  | <input type="checkbox"/> |
| 2. Applicant body's Memorandum and Articles of Association (please fill in Annex I)   | <input type="checkbox"/> |
| 3. Applicant body's certificate of exemption from tax   | <input type="checkbox"/> |
| 4. List of the school(s) or non-profit-making social services (with names, addresses and types) run by the applicant body   | <input type="checkbox"/> |
| 5. 15 copies each of (i) proposed school plan (NOT MORE THAN 10 pages including all annexes) plus a 3-page executive summary and (ii) list of operating schools with addresses and types. Reference may be made to other school(s) that they are operating and their respective performance to substantiate their case. | <input type="checkbox"/> |
| 6. Documentary proof that parents have been consulted on reprovisioning of the school and parents' views about the reprovisioning.  | <input type="checkbox"/> |

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

- (a) implementing education initiatives promoted by the Education and Manpower Bureau; and
- (b) voluntarily surrendering the existing school site together with the premises thereon to the Government free of encumbrances upon relocation of the existing school.



Name of Responsible Person:

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

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

Position : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

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Annex I

## Standard Clauses/Articles Required for Allocation of a School Premises

To be eligible for allocation of a school premises, the Memorandum and Articles of Association (M&A) submitted by the Applicant Body should contain *all* the standard clauses and articles stipulated below. Please indicate in the boxes on the right-hand column the relevant clause/article numbers of the Applicant Body's M&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 M&A, please put down "*not included*" in the boxes. The Applicant Body will be required to revise its M&A accordingly and seek approval from the Registrar of Companies for the revision to be made.

### Standard Clauses and Articles

Clause/  
Article no.

#### **Memorandum of Association**

1. The objects for which the Association is established are:  
(Here express objects shortly)
  - (1) To establish and maintain a non-profit-making school or schools.
  - (2) To.....
  - (3) To.....
  - (n) To do all such other lawful things as are incidental or conducive to the attainment of the above objects.
- 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.
  - 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.
2. No addition, alteration, or amendment shall be made to or in this Memorandum of Association or the Articles of Association for the time being in force, unless such alteration has previously been submitted to and approved by the Registrar of Companies in writing. (See Note)
3. (1) The income and property of the Association, whencesoever derived, should be applied solely towards the promotion of the objects of the Association as set forth in this Memorandum of Association. (See Note)
- (2) Subject to Clauses (4) and (5) below, no portion of the income and property of the Association shall be paid or transferred directly or indirectly, by way of dividend, bonus, or otherwise howsoever, to the members of the Association. (See Note)
- (3) No member of the Council of Management or Governing Body of the

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Association shall be appointed to any salaried office of the Association, or any office of the Association paid by fees and no remuneration or other benefit in money or money's worth [except as provided in Clause (5) below] shall be given by the Association to any member of the Council of Management or Governing body. (See Note)

(4) Nothing herein shall prevent the payment, in good faith, by the Association of reasonable and proper remuneration to any officer or servant of the Association, or to any member of the Association not being a member of the Council of Management or Governing Body of the Association in return for any services actually rendered to the Association. (See Note)

(5) Nothing herein shall prevent the payment, in good faith, by the Association:

a) to any member of its Council of Management or Governing Body of out-of-pocket expenses;

b) of interest on money lent by any member of the Association or its Council of Management or Governing Body at a rate per year not exceeding 2% above the prime rate prescribed for the time being by the Hongkong and Shanghai Banking Corporation Limited for Hong Kong dollar loans;

c) of reasonable and proper rent for premises demised or let by any member of the Association or of its Council of Management or Governing Body; and

d) of remuneration or other benefit in money or money's worth to a body corporate in which a member of the Association or of its Council of Management or Governing Body 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.

(See Note)

(6) No person shall be bound to account for any benefit he may receive in respect of any payment properly paid in accordance with Clauses (4) and (5) above. (See Note)

4. The liability of the members is limited. (See Note)

5. Every member of the Association undertakes to contribute to the assets of the Association, in the event of its being wound up while he is a member, or within one year after he ceased to be a member, for payment of the debts and liabilities of the Association contracted before he ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding ..... dollars.

6. 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 same 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 of the Association, 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 Clause 3

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hereof, such institution or institutions to be determined by the members of the Association at or before the time of dissolution and in default thereof by a Judge of the High Court of Hong Kong Special Administrative Region having jurisdiction in regard to charitable funds, and if and so far as effect cannot be given to the aforesaid provision then to some charitable object. (See Note)

*Note : In the case of an existing incorporated company where there are no existing clauses in the memorandum, the new provisions should be inserted in the Articles of Association.*

### Articles of Association

#### Management Committee

1. (i) The Directors shall nominate for each school established or carried on by the Association a management committee in accordance with the provisions of the Education Ordinance. Subject to the provisions of the Education Ordinance, the members of the 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 and Manpower 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. Any member so removed or dismissed and any member whose term of office has expired and has not been renewed or extended by the Directors shall forthwith tender his resignation in writing to the Permanent Secretary for Education and Manpower as a registered manager under the Education Ordinance.
- (iii) The Directors or the management committee shall nominate in accordance with the provisions of the Education Ordinance another member to replace a member of a 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 and Manpower 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.
2. It shall be the special responsibility of a 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 and Manpower.

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## Annex II

### Application for School Premises for Reprovisioning of Existing Schools Survey Form on Existing School's Facilities, Conditions and Land/Building Status

#### 1. School Particulars

School Name: \_\_\_\_\_  
District: \_\_\_\_\_ School Type (Government/Aided): \_\_\_\_\_ Site Area (m<sup>2</sup>): \_\_\_\_\_

#### 2. Physical Condition

Age of School Building : \_\_\_\_\_ Years SIP Phase (Year of completion) (if applicable): \_\_\_\_\_ ( )

#### 3. Existing Facilities

Facilities Provided Under SIP (if applicable)	No.	Original Facilities	No.
Classroom		Classroom	
Computer Assisted Learning (CAL) Room		Library	
Preparation Room for CAL		Covered Playground	
Language Room		Basketball Court/Playground	
Staff Room		Assembly Hall	
Science Laboratory		Music Room	
Multi-purpose Room		Art & Design Room	
Library		Computer Studies Room	
Small Group Teaching Room		Multi-media Learning Centre/ Information	
Student Activity Centre		Technology Centre	
Guidance Activity Room		Science Laboratory	
Interview Room		Needlework Room	
Conference Room		Home Management Room	
Staff Common Room		Geography Room	
Deputy Principal's Office		D & T Workshop	
School Social Worker's Office		Gymnasium	
Discipline Master's Office		Others (Please specify): -	
Multi-purpose Area			
Others (Please specify): -			

#### 4. Class Structure and Enrolment Situation as at Oct 2004

	S1	S2	S3	S4	S5	S6	S7	Total
No. of Classes								
Enrolment								

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

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### 5. Land/Building Status

Ownership of the School Premises<sup>1</sup> proposed to be reprovioned as described in P.1 of the Application Form:

1. Please state whether the piece of parcel of land of the School Premises together with the building(s), structure(s) together with all the easement and appurtenant thereto is owned by you / your subsidiary / your connected parties of the school sponsoring body.

Yes<sup>1</sup> ☐ —Please provide details of ownership and ownership record<sup>2</sup>

No ☐

2. If answer to Question 1 is “Yes”, please state clearly whether the School Premises is subject to any encumbrances<sup>3</sup>.

Yes ☐ —Please provide detailed information and relevant documents<sup>2</sup>

No ☐

#### *Notes*

1. Including but not limited to building(s)/structure(s) and open space(s)/playground(s) currently registered under Education Ordinance as described in relevant Certificate of Registration of the subject school
2. Including but not limited to land/tenancy agreements with plans and ownership records certified correct by the Land Registry
3. Including but not limited to charges and mortgages

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Annex III

From: \_\_\_\_\_ To: Secretary for Education and Manpower  
(School Sponsoring Body)

### **Undertaking to Surrender Existing School Premises**

On behalf of the \_\_\_\_\_,  
(School Sponsoring Body)

I hereby confirm that if our application for reprovisioning of the \_\_\_\_\_  
(Name of School)

\_\_\_\_\_ is successful and upon the reprovisioning of the \_\_\_\_\_  
(Name of School)

\_\_\_\_\_ to the new premises to be allocated to us, we shall voluntarily surrender the existing school site of the \_\_\_\_\_  
(Name of School)

\_\_\_\_\_ at \_\_\_\_\_  
(Full address of the School)

\_\_\_\_\_ together with the premises thereon to the Government free of encumbrances.

Signature : \_\_\_\_\_

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

Title : \_\_\_\_\_

Date : \_\_\_\_\_