

Education Bureau

Checklist for Documents Required for Applications for Registration of a School

Please read carefully the POINTS TO NOTE below and submit the application together with the documents listed in the CHECKLIST below to the School Registration and Compliance Section for processing.

POINTS TO NOTE

1. Documents (a) to (g) below must be submitted upon application. If the documents are not complete or any of the documents is/are missing, the application form and the attached documents submitted will be returned to the applicant.
2. Failure to submit any of the following documents will cause delays / refusals in processing your application.
3. Applicants should forward original copies of Form A1 to FSD and Form A2 to BD / ICU direct, with copies to EDB.

Documents Checklist

**For
Official
Use**

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|---|----|---|--------------------------|
| . | a. | Form P [#] with the confirmation from Planning Department at Part II that the proposed school use “would not require planning permission from the Town Planning Board” | ☐ |
| . | b. | Form L [#] with the confirmation from Lands Department at Part II that there is “no objection/no comment” on the proposed premises for school use” | ☐ |
| . | c. | One copy of Form A1 ^s , original submitted to FSD, with a proposed layout plan of the school premises [Please refer to points to note (3)] | ☐ |

- d. One copy of Form A2[#], original submitted to BD/ICU, with a proposed layout plan of the school premises [Please refer to points to note (3)] ☐
- e. Application for Registration of a Manager (Form 6)[#] ☐
- f. Application for Registration of a School (Form 1)[#] [To be attached with an Application for Collection of Tuition Fees by a New School[#]] ☐
- g. Documentary proof of the right to use the premises (tenancy agreement/sales and purchase agreement/ authorization by landlord, etc.) ☐
- h. Other Documents
- i. Time schedule of courses (For Kindergarten, Primary, Secondary or Post-Secondary Education)[#] ☐
- ii. Syllabus ☐
- iii. Textbook list ☐
- iv. Timetable for each classroom[#] ☐
- v. For a whole-day kindergarten, a lunch menu for pupils ☐
- vi. Expenditure for Employment[#] on - ☐
- kindergarten teaching staff*
 - private primary/secondary school staff*

- vii. For a school that will operate computer courses, 1 layout plan showing the arrangement of the computer equipment according to the following principles - ☐
- 1 set of computer system per pupil
 - an area of floor space of not less than 1.5m² for each pupil in the classroom for a computer course
- viii. If a school is named after a person or an organization, authorization by such person or organization (further information may be required for clarification of the school name proposed) ☐
- ix. To ensure that private schools offering formal curriculum (excluding kindergartens and tutorial schools) can continue to operate properly and maintain a sound financial position, schools are required to submit documentary proof of company registration and the Articles of Association of the company operating the school, background information of the sponsoring body, and proof of capital (to demonstrate that the school has sufficient reserves to meet at least four months of operating expenses). Schools are also required to provide explanatory documents setting out the school's major sources of funding, whether there are plans to issue debentures, how financial liabilities will be assumed, and the measures in place to monitor school performance. ☐

These documents can be obtained from the School Registration and Compliance Section of EDB and from EDB's website at <https://www.edb.gov.hk/en/sch-admin/sch-registration/about-sch-registration/info-application-sch-registration.html>

§ If applicants wish to submit their application form (Form A1) electronically to Fire Services Department, they can do so by accessing the designated webpage of "GovHK" Platform through the Fire Services Department Official Website, "iAM Smart" Platform or "GovHK" Platform. (Applicant or relevant party(ies) need an activated "iAM Smart+" account with digital signing function or a valid personal digital certificate for online submission of application.)

** Delete as appropriate.*