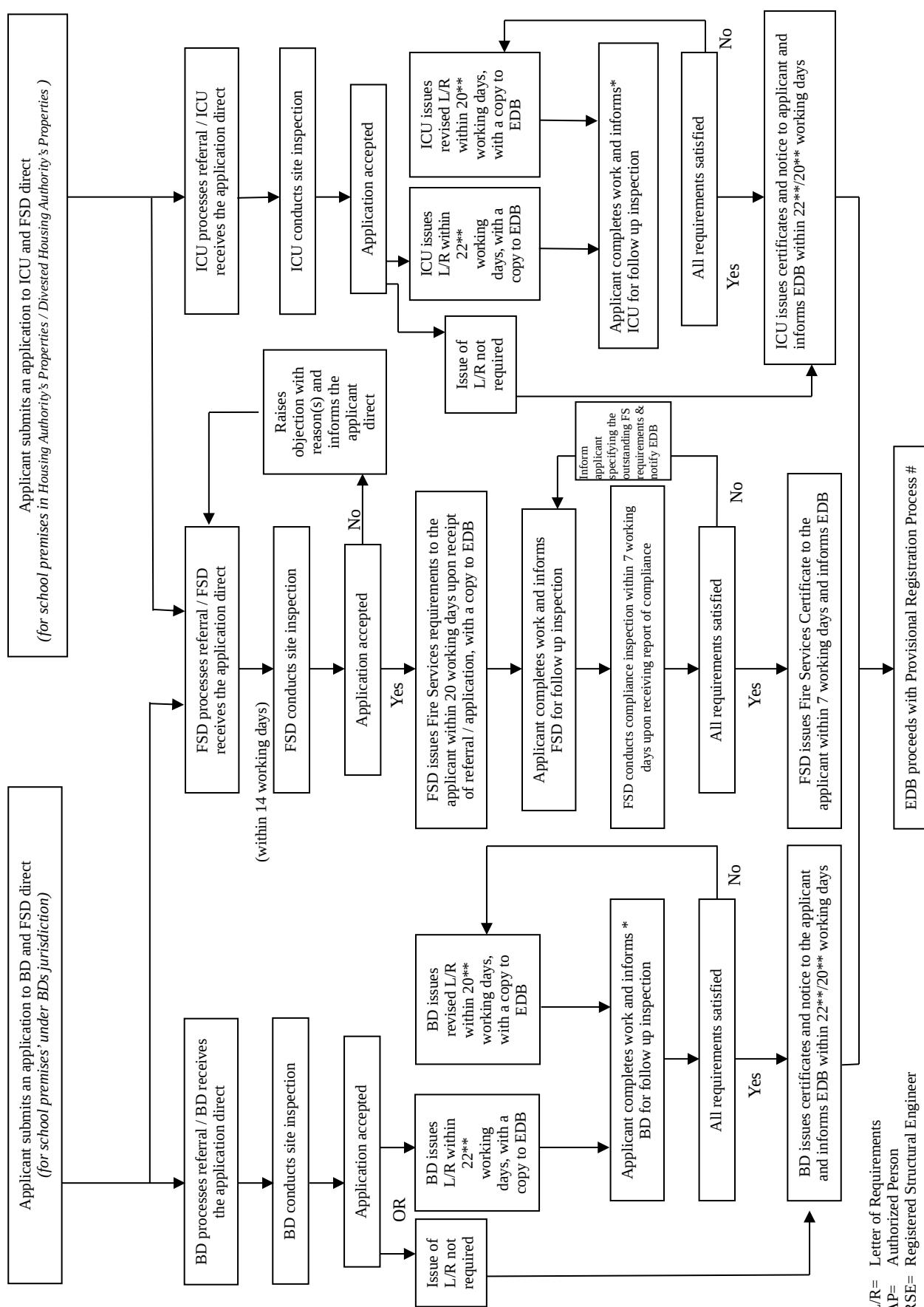


Registration of Kindergartens and Tutorial Schools in Premises not designed and constructed as a school **Procedures for Processing of Application for Safety Certificates**



L/R= Letter of Requirements
 AP= Authorized Person
 RSE= Registered Structural Engineer

* Including submission of required supporting documents in accordance with the checklist at Annex II of Appendix 4a/5a. With effect from January 2026, in order to streamline the application processing, BD/ICU has implemented a Self-certification (School) System ("SC(S)") which provides an option for the applicant to engage an authorized person/registered structural engineer to verify compliance with building safety requirements for issue of the requisite certificates and notice. Please refer to Appendix 4a/5a for details of arrangement.

** 12 working days for handling the applications from kindergartens

After all the required documents (including safety certificates, proposed courses and fees) are received and in order, EDB will consider issuing a certificate of provisional registration within 10 working days.