

**EDUCATION ORDINANCE (CAP.279)**

**Application for Certificates and Notice required in accordance with section 11(b)(ii) of the Education Ordinance (Cap.279) and as specified in section 12(1) of the said Ordinance**

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Address for correspondence : \_\_\_\_\_  
\_\_\_\_\_

Name of contact person (if applicable) : \_\_\_\_\_

Telephone No. of contact person : \_\_\_\_\_

Fax No. of contact person : \_\_\_\_\_

Email address of contact person : \_\_\_\_\_

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

Director of Fire Services  
(Attention: Licensing and Certification Command),  
Fire Services Headquarters Building,  
No. 1, Hong Chong Road, Tsim Sha Tsui East,  
Kowloon.

Dear Sir,

Address of premises in respect of which application is being made (Lot No. if any) : -

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

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

Proposed Name of School : -

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

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

Description of School : \* Secondary / Primary / Kindergarten / Tutorial School /  
Other Educational Course (Please specify : \_\_\_\_\_)

Age of Student \* 3 and above / 6 and above

Estimated No. of students : \_\_\_\_\_

The height of School : \_\_\_\_\_ metres above ground level (If available)

I wish to apply for registration of a school at the above premises. A total of 3 sets of signed and dated sketch plans of the premises showing the parts to be used as a school are attached. I should be grateful if you could provide the certificates required in accordance with section 11(b) (ii) of the Education Ordinance (Cap. 279) and as specified in section 12(1) of the said Ordinance.

Yours faithfully,

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Name in Block Letters

c.c. Permanent Secretary for Education  
(Attention: School Registration and Compliance Section) – with 1 copy of school layout plan

\* Please delete as appropriate

**REMINDER**

Applicants, while having dealings of any kind with the Education Bureau and other Government departments, should not offer advantage to Government officers.

(10/2021)