Education Bureau

Checklist for Documents Required for Applications for Registration of a School

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

POINTS TO NOTE

(a) **Documents 1 to 7 below must be submitted upon application. If the documents are not complete or any of the documents is/are missing, your application together with the attachments (if any) will be returned to you.**

(b) **Failure to submit <u>any of the following documents</u> will cause delay in/refusal to processing your application.**

(c) **Applicants should forward original copies of Form A1 to Fire Services Department (FSD) and Form A2 to Buildings Department (BD) /Independent Checking Unit, Office of the Permanent Secretary for Transport and Housing (Housing) (ICU) direct, with copies to Education Bureau (EDB).**

Documents Checklist	**For Official Use**
1. 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"	☐
2. 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"	☐
3. One copy of Form A1$^{\#}$, original submitted to FSD, with a proposed layout plan of the school premises (Please refer to points to note (c))	☐
4. 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 (c))	☐

5.   Application for Registration of a Manager (Form 6)[#]   ☐

6.   Application for Registration of a School (Form 1)[#] (To be attached with an Application for Collection of Tuition Fees by a New School[#])   ☐

7.   Documentary proof of the right to use the premises (tenancy agreement/sales and purchase agreement/ authorization by landlord, etc.)   ☐

8.   Other Documents

(a)   Time schedule of courses (For Kindergarten, Primary, Secondary or Post-Secondary Education)[#]   ☐

(b)   Syllabuses   ☐

(c)   Textbook list   ☐

(d)   Timetable for each classroom[#]   ☐

(e)   For a whole-day kindergarten, a lunch menu for pupils   ☐

(f)   Expenditure for Employment [#]on—   ☐
        ‧   kindergarten teaching staff *
        ‧   private primary/secondary school staff *

(g)   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 $1.5m^2$ for each pupil in the classroom for a computer course

(h)   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)   ☐

These documents can be obtained from the School Registration and Compliance Section of Education Bureau and downloaded from the Bureau's Homepage: https://www.edb.gov.hk/en/sch-admin/sch-registration/about-sch-registration/info-application-sch-registration.html

*   *Delete where appropriate.*