

## **Briefing Session on School Registration**

*(To be conducted in Cantonese)*

To facilitate potential applicants in applying for registration of a school, the following briefing session on school registration will be conducted. The briefing session will also introduce Electronic School Registration Certificate which has been launched on 1 July 2024. Those who would like to attend the briefing session may complete the reply slip below and return it by fax at **2573 3459** or by email to **sr@edb.gov.hk**.

Date	Venue	Time
22 May 2025 (Thursday)	Room 1419A & B, 14/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong	3:30 - 5:00 p.m.

2. Arrangement for those wishing to participate in the above briefing session will be made on a first-come-first-served basis. In the event of over-subscription, staff of the School Registration and Compliance Section will inform the contact person by email. Those enrolled are reminded to attend the briefing session on time.

3. Attendees are advised to download the relevant "Guidelines for Registration of a New School" and the related forms from our website <http://www.edb.gov.hk> (path: Home > School Administration and Management > School Registration) for reference.

4. For enquiries, please contact us at 2186 6434.

School Registration and Compliance Section  
Education Bureau

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To : School Registration and Compliance Section, Education Bureau

### **Reply Slip**

\*We / I would like to attend the briefing session on school registration held on 22 May 2025.  
The following is \*our / my information:

Name(s): \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_

Name of Company/Organisation  
(if applicable) : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Email address : \_\_\_\_\_

Name of Contact Person : \_\_\_\_\_

Signature of Contact Person : \_\_\_\_\_

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

\* Please delete as appropriate