

《教育條例》 EDUCATION ORDINANCE
(第 279 章) (Chapter 279)
學校註冊申請書
APPLICATION FOR REGISTRATION OF A SCHOOL

1. 本人現根據《教育條例》第 11 條，申請將下述學校註冊，有關本人的資料詳情如下：
I apply for the registration of the undermentioned school in accordance with section 11 of the Education Ordinance. For the purpose, my particulars are —

(a) 姓名(先生/女士/太太/小姐*) Name (Mr./Ms./Mrs./Miss*)

(中文) (in Chinese)

(英文) (in English)

(與申請人香港身分證上的姓名相同。)(The name should be identical with that on the applicant's HKID Card.)

(b) 香港身分證號碼 HK Identity Card No.

(c) 住址 Residential address

(d) 通訊地址[如與住址不同] Correspondence address [if different from the residential address]

.....
(e) 電話號碼 Telephone number (f) 傳真號碼 Fax number

(g) 電郵地址 E-mail address

(h) 聯絡人姓名及電話號碼 (如有)
Contact person & Tel. number (if any)

2. 擬辦學校詳情
Particulars of proposed school

(a) 建議註冊學校名稱
Proposed registered school name

(中文) (in Chinese)

(英文) (in English)

(b) 用以營辦學校房產的地址
Address of the premises in which school is to be operated

(i) (中文) (in Chinese)

(英文) (in English)

(ii) (中文) (in Chinese)

(英文) (in English)

(c) 學校種類 (i) 日校 day school 請在適合的□內加✓。
Description of school (ii) 夜校 evening school ((c), (d), (f)及(g)可選多於一項)
(iii) 函授學校 correspondence school Please insert ✓ in the appropriate
box(es).
(may choose more than one option
for (c), (d), (f) & (g).)

(d) 授課模式 (i) 上午 A.M.
Mode of operation (ii) 下午 P.M.
(iii) 晚上 Evening
(iv) 全日 Whole Day

(e) 學生性別 (i) 男 male
Gender of pupils (ii) 女 female
(iii) 男女 co-educational

* 請刪去不適用者。
* Please delete as appropriate.

- (f) 教育類型
Type of education
- (i) 幼稚園 kindergarten
- (ii) 小學 primary
- (iii) 中學 secondary
- (iv) 專上教育 post secondary education
- (v) 其他教育課程 other educational course
- 補習學校 tutorial school
- 電腦學校 computer school
- 語言學校 language school
- 其他 others (請註明 Please specify)
-

- (g) 授課語言
Language of instruction
- (i) 中文 Chinese
- (ii) 英文 English
- (iii) 其他 Others (請註明 Please specify)
-

- (h) 課程及程度
Curriculum and level
-

- (i) 資助模式
Mode of financing
- (a) (i) 政府資助 Government aided
- (ii) 直接資助計劃 Direct Subsidy Scheme
- (iii) 英基學校協會 English Schools Foundation
- (iv) 私立獨立學校計劃
Private Independent School Scheme
- (v) 私人營辦 Private operator
- (vi) 其他 Others (請註明 Please specify)
-

- (b) (i) 牟利機構 Profit-making
- (ii) 非牟利機構 Non-profit-making

見註 1。
See NOTE 1.

- (j) 辦學團體 (如有的話, 請提供詳情; 如不適用, 請填上「無」。)
Sponsoring body (If yes, please provide details. If not applicable, please write "NIL".)

(中文) (in Chinese) _____

(英文) (in English) _____

通訊地址 _____

Correspondence address _____

- (k) 請表明公司有否根據《公司條例》(第 622 章或舊有的公司條例) 註冊成立為一間具法團地位的公司, 以營辦學校。

Please indicate whether a company has been incorporated under the Companies Ordinance (Cap.622 or the former Companies Ordinance) for the purpose of operating the school.

有 Yes 沒有 No

(項目 2(k) 只供不設法團校董會學校申請註冊時填寫。)

(Item 2(k) should only be completed by an applicant for registration of a school without an Incorporated Management Committee.)

- (l) 宗教 (如有的話, 請提供詳情; 如不適用, 請填上「無」。)
Religion (If yes, please provide details. If not applicable, please write "NIL".)

(中文) (in Chinese) _____

(英文) (in English) _____

- (m) 每年向每名學生收取的費用總額及期數見附件(學校收取學費申請表)。
Please refer to the Appendix attached (Application for Collection of Tuition Fees) for the inclusive fee to be collected per pupil per year and the number of instalments for such collection.

3. 擬註冊校董
Proposed managers

用表格 6 填寫
的申請。

(項目 3 只供不設法團校董會學校申請註冊時填寫。)
(Item 3 should only be completed by an applicant for registration of a school without an
Incorporated Management Committee.)

Application to
be completed
on Form 6.

- (a) 姓名(先生/女士/太太/小姐) * Name (Mr./Ms./Mrs./Miss)* :
(中文) (in Chinese) _____
(英文) (in English) _____
- (b) 姓名(先生/女士/太太/小姐) * Name (Mr./Ms./Mrs./Miss)* :
(中文) (in Chinese) _____
(英文) (in English) _____
- (c) 姓名(先生/女士/太太/小姐) * Name (Mr./Ms./Mrs./Miss)* :
(中文) (in Chinese) _____
(英文) (in English) _____
- (d) 姓名(先生/女士/太太/小姐) * Name (Mr./Ms./Mrs./Miss)* :
(中文) (in Chinese) _____
(英文) (in English) _____
- (e) 姓名(先生/女士/太太/小姐) * Name (Mr./Ms./Mrs./Miss)* :
(中文) (in Chinese) _____
(英文) (in English) _____
- (f) 姓名(先生/女士/太太/小姐) * Name (Mr./Ms./Mrs./Miss)* :
(中文) (in Chinese) _____
(英文) (in English) _____
- (g) 姓名(先生/女士/太太/小姐) * Name (Mr./Ms./Mrs./Miss)* :
(中文) (in Chinese) _____
(英文) (in English) _____
- (h) 姓名(先生/女士/太太/小姐) * Name (Mr./Ms./Mrs./Miss)* :
(中文) (in Chinese) _____
(英文) (in English) _____
- (i) 姓名(先生/女士/太太/小姐) * Name (Mr./Ms./Mrs./Miss)* :
(中文) (in Chinese) _____
(英文) (in English) _____
- (j) 姓名(先生/女士/太太/小姐) * Name (Mr./Ms./Mrs./Miss)* :
(中文) (in Chinese) _____
(英文) (in English) _____
- (k) 姓名(先生/女士/太太/小姐) * Name (Mr./Ms./Mrs./Miss)* :
(中文) (in Chinese) _____
(英文) (in English) _____
- (l) 姓名(先生/女士/太太/小姐) * Name (Mr./Ms./Mrs./Miss)* :
(中文) (in Chinese) _____
(英文) (in English) _____
- (m) 姓名(先生/女士/太太/小姐) * Name (Mr./Ms./Mrs./Miss)* :
(中文) (in Chinese) _____
(英文) (in English) _____
- (n) 姓名(先生/女士/太太/小姐) * Name (Mr./Ms./Mrs./Miss)* :
(中文) (in Chinese) _____
(英文) (in English) _____
- (o) 姓名(先生/女士/太太/小姐) * Name (Mr./Ms./Mrs./Miss)* :
(中文) (in Chinese) _____
(英文) (in English) _____

4. 本人推薦先生／女士／太太／小姐* 見註 2。
 I recommend Mr./Ms./Mrs./Miss* See NOTE 2.
 為本校校監。
 to be the supervisor of the school.

(項目 4 只供不設法團校董會學校申請註冊時填寫。)
 (Item 4 should only be completed by an applicant for registration of a school without an Incorporated Management Committee.)

* 請刪去不適用者。
 Please delete as appropriate.

5. 擬聘用註冊的教師
 Proposed registered teachers

姓名 (先生/女士/太太/小姐*) Name(Mr./Ms./Mrs./Miss*)		註冊編號 Registration Number
英文 in English	中文 in Chinese	

[註：請於學校獲得臨時註冊後，向教師註冊小組遞交教員註冊/聘用准用教員的申請。]
 [NOTE : Applications for registration of teachers/employment of permitted teachers should be forwarded to the Teacher Registration Team for processing after the school is provisionally registered.]

6. 現附上 I attach ——
- (a) 本校各班級擬採用的課程/課程綱要；
 the proposed curriculum/syllabus for each class of the school;
- (b) 本校各班級每週上課時間表；
 the weekly timetable for each class of the school;
- (c) 擬在內用以營辦學校的房產的圖則/簡圖 (註明尺寸) 5 份；
 5 copies of a plan/diagram (specifying dimensions) of the premises in which the school is to be operated.
- (d) *根據《教育條例》第 11(b)(ii)條所規定的證明書及通知書/入伙紙/交樓證明書；及
 *the certificates and notices required under section 11(b)(ii) of the Education Ordinance/Occupation Permit/Handover Certificate; and
- (e) 載明業主及租客名稱及用以營辦學校的房產地址的租約副本。
 copy of the tenancy agreement specifying the name of the landlord and tenant and the address of the premises in which the school is to be operated.
7. 就本人所知所信，本申請書一切內容均屬真實及詳盡。(請注意《教育條例》第 14(1)(n)條及第 87(1)(k)條的內容。)
 The contents of this application are true and complete to the best of my knowledge and belief. (Please note section 14(1)(n) and section 87(1)(k) of the Education Ordinance.)

請在適合的
 內加✓。
 Please insert
 ✓
 in the
 appropriate
 box(es).

(日期)(Date) _____ (申請人簽署)(signed) _____

註 1：請夾附文件(如稅務局信件)證明主辦機構為非牟利慈善團體。
 NOTE 1: Please attach document (e.g. letter from the Inland Revenue Department) giving evidence that the organization is a non-profit-making charitable incorporated body.

註 2：被推薦為校監者應為其中一位申請註冊為該校的校董。
 NOTE 2: The person recommended as the supervisor should be one of the applicants for registration as a manager of the school.

警告

1. 申請人須注意《教育條例》（第 279 章）的規定，尤其是 ——
 - (i) 第 10(1)條 ——
「每間學校均須註冊或臨時註冊。」
 - (ii) 第 10(2)條 ——
「如任何資助學校或直資學校在提供非夜間授課的教育以外，尚提供夜間授課，則就夜間授課而言，須當作有另一間學校提供，而該另一間學校亦須註冊或臨時註冊。」
 - (iii) 第 14(1)條 ——
「如常任秘書長覺得有以下情況，可拒絕為有關學校註冊 ——
 - (n) 在申請註冊或與申請註冊有關的事項中作出的陳述或提供的資料，在要項上屬虛假，或因在要項上有所遺漏而屬虛假；」
 - (iv) 第 83(3)條 ——
「常任秘書長可藉書面命令封閉任何非註冊學校或非臨時註冊學校的房產。」
 - (v) 第 87(1)條 ——
「任何人如 ——
 - (a) 屬非註冊學校或非臨時註冊學校的擁有人或教員；
 - (aa) 管理或參與管理一間未經註冊或臨時註冊的學校；[或]
 - (k) 在根據本條例提出任何申請時，或在與該等申請有關的事項中，不論以口頭或書面作出在要項上屬虛假的陳述或提供在要項上屬虛假的資料，而他知道或理應知道該項陳述或資料在要項上屬虛假，
即屬犯罪，一經定罪，可處罰款\$250,000 及監禁 2 年。」
3. 學校的註冊或臨時註冊，並不豁免學校的擁有人、校董或任何其他人遵守《建築物條例》（第 123 章）或任何其他與學校有關的條例的規定，亦不對與用以營辦該校的房產有關的協議或契諾有所影響或修改。

提示

申請人與教育局及其他政府部門進行任何事務往來時，均不得向政府人員提供利益。

WARNING

1. Applicants' attention is drawn to the provisions of the Education Ordinance, particularly—
 - (i) Section 10(1)
“Every school shall be registered or provisionally registered.”
 - (ii) Section 10(2)
“If an aided school or a DSS school provides evening instruction in addition to other education, there shall be deemed to be a separate school in respect of the evening instruction and such separate school shall also be registered or provisionally registered.”
 - (iii) Section 14(1)
“The Permanent Secretary may refuse to register a school if it appears to him —
 - (n) that in or in connexion with the application for registration any statement has been made or information has been furnished which is false in any material particular or by reason of the omission of any material particular;”
 - (iv) Section 83(3)
“The Permanent Secretary may by order in writing close any premises of a school which is not registered or provisionally registered.”
 - (v) Section 87(1)
“Any person who –
 - (a) is an owner or a teacher in a school which is not registered or provisionally registered;
 - (aa) manages or takes any part in the management of a school which is not registered or provisionally registered; [or]
 - (k) in or in connexion with any application under this Ordinance makes any statement or furnishes any information, whether such statement or information be verbal or written, which is false in any material particular and which he knows or reasonably ought to know is false in such particular,shall be guilty of an offence and shall be liable on conviction to a fine of \$250,000 and to imprisonment for 2 years.”
2. Registration or provisional registration of a school does not release the owners or managers or any other person from compliance with any requirement of the Buildings Ordinance (Cap. 123) or any other Ordinance relating to the school, nor does it in any way affect or modify any agreement or covenant relating to any premises in which the school is to be operated.

REMINDER

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

學校收取學費申請表^註

Application for Collection of Tuition Fees^{Note}

課程名稱 (中、英文) Course Name (Chinese and English)	每月學費 元 Tuition Fee per Month \$	期數 No. of Instalments	每年學費 元 Tuition Fee per annum \$

註：

《教育規例》第 62 條規定：

- (1) 除非獲得教育局常任秘書長另行以書面准許，否則某教育課程的費用總額須按月平均計算，並在該教育課程進行期間的每月的首個上學日或之後繳交。
- (2) 儘管上述第(1)項另有規定，管理當局可要求學生在不早於某教育課程開始的一個月前繳交第一期的月費，以註冊就讀該教育課程。

Note:

Regulation 62 of the Education Regulations stipulates that –

- (1) Unless otherwise permitted in writing by the Permanent Secretary for Education, the inclusive fees for an educational course shall be calculated on an equal monthly basis and collected on or after the first school day of each month of the period during which the educational course is conducted.
- (2) Notwithstanding paragraph (1), a management authority may require a pupil to register for an educational course by paying the first monthly instalment not earlier than one month before the commencement of the educational course.

個人資料收集聲明
蒐集申請人的個人資料

**Personal Information Collection Statement for
Collecting Personal Data of Applicants**

收集個人資料的目的

Purpose of Collection

1. 你在本表格提供的個人資料，會供教育局用於以下一項或多項用途：
The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
 - (a) 處理、核實及查證就學校註冊有關的申請；
Activities relating to the processing, authentication and counter-checking of the application for registration of schools;
 - (b) 就上文(a)項所述申請的處理、核實及查證，將個人資料與政府相關政策局／部門資料庫進行核對；
Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the application mentioned in (a) above;
 - (c) 將個人資料與教育局資料庫進行核對，以核實／更新教育局的記錄；
Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
 - (d) 培訓及發展，包括發出計劃／活動邀請、處理發還課程費用申請、評審提名、獎項和獎學金，以及監察達標進度；
Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
 - (e) 處理及審核撥款／補助／津貼申請、發放撥款／補助／津貼，以及審計；
Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;

- (f) 編製統計資料、研究及政府刊物；以及
Activities relating to compilation of statistics, research and Government publications;
and
- (g) 執行規則及規例〔包括《教育條例》(香港法例第 279 章)及其附屬法例(例如《教育規例》、《補助學校公積金規則》、《津貼學校公積金規則》)和《資助則例》〕。
Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.
2. 你必須按本表格的要求及於本局處理本表格的過程中提供個人資料。假如你沒有提供該等個人資料，本局可能無法辦理或繼續處理申請。
The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

可獲轉移資料者

Classes of Transferees

3. 你提供的個人資料會供教育局人員取閱。除此之外，本局亦可能會向下列各方或在下述情況轉移或披露該等個人資料：
- The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
- (a) 政府其他政策局及部門，包括規劃署、城市規劃委員會、土地註冊處、地政總署、消防處、屋宇署、房屋局、衛生署及律政司，以用於上文第 1 段所述的用途；
other Government bureaux and departments, including Planning Department, Town Planning Board, Land Registry, Lands Department, Fire Services Department, Buildings Department, Housing Bureau, Department of Health and Department of Justice, for the purposes mentioned in paragraph 1 above;
- (b) 與本表格相關的學校，以用於上文第 1 段所述的用途；
the school in which the form relates for the purposes mentioned in paragraph 1 above;

- (c) 你曾就披露個人資料給予訂明同意；以及
where you have given your prescribed consent to such disclosure; and
- (d) 根據適用於香港的法例或法庭命令授權或規定披露個人資料。
where such disclosure is authorised or required under the law or court order applicable to
Hong Kong.

查閱個人資料

Access to Personal Data

4. 你有權要求查閱及更正教育局所持有關於你的個人資料。如需查閱或更正個人資料，請以書面向以下人士提出：

香港灣仔皇后大道東 213 號胡忠大廈 14 樓 1416 室
教育局 學校註冊及監察組 高級教育主任（學校註冊及監察）
電話：2892 6335

You have the right to request access to and correction of your personal data held by EDB.
Request for access or correction of personal data should be made in writing to –

Senior Education Officer (School Registration and Compliance)
School Registration and Compliance Section
Education Bureau
Room 1416, 14/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong
Tel. No.: 2892 6335