

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

Date : _____

Dear Sir,

**Amendment of Layout Plans
(as advised by Fire Services Department)**

Proposed School Name : _____

Proposed School Address : _____

I refer to my application for the necessary certificate for the captioned proposed school and submit 3 copies of revised layout plans in accordance with _____ your requirements stated in the letter dated _____ under reference _____ for your further action.

Yours faithfully,

(Applicant's Signature)

(Name in Block Letters)

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

*Director of Buildings / *Director of Housing } with 4 copies
(Attention : Licensing Unit) (Attention : Independent Checking Unit) } of revised
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.