

Notes on How to Complete the Form for the School-Based Support Scheme (SBSS) Grant

Application form and documents

1. Schools should complete and submit the following electronic forms through the “EDB Electronic Form Submission System” (eFormSS) via “Common Logon System”(CLO) (<https://eformss.edb.gov.hk/eformss/Form075>) in order to apply for the SBSS Grant:

- (a) Form NAC (2026) and
- (b) Appendix NAC-1 (to be used to apply for the SBSS Grant for the 2025/26 school year), if applicable.



For details of the operation on eFormSS, please refer to ‘Electronic Application Form – FAQs and User Guide’ (in Chinese only) provided at EDB webpage.

2. After submitting the forms mentioned above on the eFormSS, schools should submit the supporting documents of the children, e.g. copies of Hong Kong birth certificate, Endorsement/Landing Slip on One-way Permits or passport showing the Date of Arrival by Hong Kong Immigration Department, parent declaration, etc. (whichever is applicable), together with the printed version of Appendix NAC-1, to EDB. Supporting documents should be serial-numbered in the same sequence as listed in the Appendix and marked “copy” on the image of the personal document. In case of dispatch by mail, a sealed envelope should be used and the image of the personal document should not be visible from the outside.
3. For a child who has arrived in Hong Kong for more than a year, schools should request his/ her parent to declare in writing the child’s latest date of arriving Hong Kong for residence and that he/ she has not attended any local school (including kindergarten) for more than one year prior to admission to the applicant school. The declaration should also be attached to the printed version of Appendix NAC-1.
4. For “Children Newly Arrived from the Mainland” who were not born in the Mainland, schools should request his/ her parent to declare in writing the child’s latest date of arriving Hong Kong for residence and that he/ she has been living (and receiving education, if applicable) in the Mainland after his/ her birth and has not attended any local school (including kindergarten) for more than one year prior to admission to the applicant school. The declaration should also be attached to the printed version of Appendix NAC-1.
5. For cross-boundary students (CBS) who were born in Hong Kong and are residing in the Mainland, schools are not required to mark “Date of Arrival in H.K.” in Appendix NAC-1. For CBS who were not born in Hong Kong, schools should report “Date of Arrival in H.K.” with reference to information shown in the One-way Permits or the passport.

6. Schools should submit the application through the eFormSS via the CLO (<https://eformss.edb.gov.hk/eformss/Form075>) and send the **supporting documents with the printed version of Appendix NAC-1** to **Placement and Support Section**, Education Bureau (EDB), at Room 1424, 14/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong **by post or by hand on or before 15 September 2026**.



7. The rate of the SBSS Grant for public sector schools¹ (excluding special schools) and schools under the Direct Subsidy Scheme per pupil per annum (pppa) has been adjusted to \$3,353 at primary level and to \$4,970 at secondary level for the 2026/27 school year. For special schools, the rate pppa is \$3,725 at primary level and \$5,522 at secondary level.
8. During the vetting process, Placement and Support Section will contact schools by phone and/or via the “School Messaging Module” (SMM). Schools should check the messages in SMM regularly. Further enquiries regarding the SBSS Grant should be directed to Placement and Support Section at 2892 6188 or 2892 6163.

Survey on Children from the Mainland Newly Admitted to Schools

9. Apart from collecting the personal data of students concerned for completion of Appendix NAC-1, schools are advised to refer also to the Survey on Children from the Mainland Newly Admitted to Schools (NAC Survey) which also collects the following information of those children newly arrived from the Mainland and entered Hong Kong by One-way Permits:
- (i) the highest grade last attended in the Mainland and the corresponding school year; and
 - (ii) the grade of first admission to school in Hong Kong and the first date of attending school in Hong Kong.

For details, please refer to the separate letter from School Education Statistics Section of EDB which will be issued in October 2026. Schools are advised to collect all required information from parents/ guardians in one go so as to minimize workload of your school. For enquiries regarding the NAC Survey, please contact the School Education Statistics Section at 3509 8452 or 3509 8443.

Student Information Management

10. Besides, at the beginning of each school year, EDB also collects student information of the Student Information Management System (STIMS). Schools are requested to submit relevant student information electronically via CloudSAMS or an electronic form (eForm). For all students **who arrive from the Mainland via the One-way Permits**, **schools should report their Date of Entry from the Mainland**. For details, schools may refer to the Guidelines for the STIMS and the separate letter on “STIMS for the 2026/27 School Year” which will be issued by this Bureau at the end of August 2026.

July 2026

¹ Public sector schools include government, aided (including special schools) and caput schools, but exclude Caritas Chan Chun Ha Field Studies Centre, Ho Koon Nature Education cum Astronomical Centre, and Arts and Technology Education Centre.