

教育局  
2021/2023 年度中學學位分配  
中一學生註冊授權書

(此部分由家長／監護人填寫)

致：獲派中學校長

現授權 \_\_\_\_\_ 先生／女士(持有香港身份證／護照編號：\_\_\_\_\_)

替小兒／小女 \_\_\_\_\_ (學生編號：\_\_\_\_\_ ) 辦理中一註冊手續。

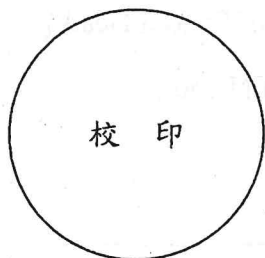
\_\_\_\_\_ (家長／監護人簽署)

\_\_\_\_\_ (家長／監護人姓名)

\_\_\_\_\_ (日期)

(此部分由小學校長填寫)

現證明以上授權書的簽署人 \_\_\_\_\_ 先生／女士是本校六年級學生  
\_\_\_\_\_ (學生編號：\_\_\_\_\_ ) 的家長／監護人。他／她的簽署式樣與  
本校記錄相符。



\_\_\_\_\_ (校長簽署)

\_\_\_\_\_ (校長姓名)

\_\_\_\_\_ (學校名稱)

\_\_\_\_\_ (日期)

注意：

- (1) 倘若學生本人及其家長／監護人未能於註冊期間親自前往獲派中學辦理註冊手續，可用此授權書委託他人代為辦理。
- (2) 此授權書應在辦理入學註冊手續時交予獲派中學，並請帶備有關學生的《入學註冊證》及下列文件\*：
  - 香港出生證明書、香港身份證或載有本港居民身份和出生日期的證明文件（如學生所持香港身份證上出生日期下有「C」字標記（有條件限制居留），請同時帶備其他有效旅行證件。）
  - 最近的學校成績報告表（如具備）
  - 最近的護照相片兩張

\*若於註冊時未能備妥所需文件，須於稍後向獲派中學補交有關文件。

**Education Bureau**  
**Secondary School Places Allocation 2021/2023**  
**Letter of Authorisation for Registration of Secondary 1 Students**

**( To be completed by the Parent/Guardian )**

**To : The Principal of the Secondary School Allocated**

This is to authorise Mr/Ms \_\_\_\_\_ (holder of H.K. Identity Card/Passport No. \_\_\_\_\_) to report to you on behalf of my son/daughter \_\_\_\_\_ (Student Reference No. \_\_\_\_\_) for registration of a Secondary 1 place.

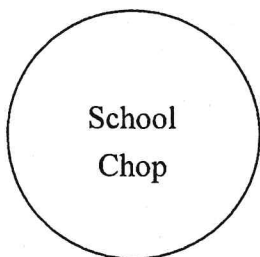
\_\_\_\_\_ ( Signature of Parent/Guardian )

\_\_\_\_\_ ( Name of Parent/Guardian )

\_\_\_\_\_ ( Date )

**( To be completed by the Head of the Primary School )**

This is to certify that Mr/Ms \_\_\_\_\_ is the parent/guardian of our Primary 6 student \_\_\_\_\_ (Student Reference No. \_\_\_\_\_) and that the above signature matches with his/her specimen signature in our record.



\_\_\_\_\_ ( Signature of School Head )

\_\_\_\_\_ ( Name of School Head )

\_\_\_\_\_ ( School Name )

\_\_\_\_\_ ( Date )

**Notes:**

- (1) This Letter of Authorisation is to be used in case the student and his/her parent/guardian are unable to register with the allocated school in person during the registration period.
- (2) This Letter of Authorisation is to be submitted to the allocated school at the time of registration. Please bring along the Admission Slip and the following documents of the student concerned\*:
  - Hong Kong Birth Certificate, Hong Kong Identity Card or other documentary evidence showing the resident status in Hong Kong and date of birth (If the student's Hong Kong Identity Card bears the symbol "C" (for conditional stay) at the line below the date of birth, please also bring along other valid travel documents.)
  - the latest school reports, if any
  - two recent passport-sized photographs

\* Should some of the documents be unavailable during the registration, they should be submitted to the allocated school later.