

HKTA The Yuen Yuen Institute Chan Lui Chung Tak Memorial School
Submission of Application Form to School

A. Submission of application form to school

Date : From 22nd to 26th September, 2025

Time : 9:00 a.m.- 4:00 p.m

Location : Room G02B

Remarks: If the parent / guardian cannot come in person, his or her representative should provide a photocopy of the parent / guardian's identity documents with the letter of authorization.

(Attachment 3)

B. School name : HKTA The Yuen Yuen Institute Chan Lui Chung Tak Memorial School

C. Number of POA School Net : 48

D. School number : 518441

E. Bring along the following documents :

1. Completed paper application form (Please complete all information and have the parents sign the form.)
2. The applicant child's Hong Kong Birth Certificate (Original and copy)
3. Father, mother / guardian's identity documents (Original and copy)
4. Proof of residential address (e.g.water / electricity / town gas bills)
5. One self-addressed envelope with a \$2.2 stamp, with the student's name and address written on it.
6. Birth Certificate and school handbook (Page 4) of the applicant child's sibling, if claiming the applicant child's sibling is studying in our school.
7. Birth Certificate of the applicant child's sibling and Graduation Certificate of the applicant child's sibling / parent, if claiming the applicant child's sibling or parent is a graduate of our school.

F. Release results date : 24th November, 2025

G. Register date : 26th and 27th November, 2025