

**Madam Lau Kam Lung Secondary School  
of Miu Fat Buddhist Monastery**

**Form 1 Discretionary Places in 2022/23 (Girls)  
Authorising a Representative or Submitting the Application by Post**

In light of the latest developments of COVID-19 epidemic, those who are unable to submit the application form in person can either authorise in writing a representative to bring along the completed application form with relevant documents to the school on their behalf or submit the application form with relevant documents to the school by post (the postmark date should not be later than the application deadline).

Applicants should check thoroughly that all documents are enclosed in the application. (Details are listed in Paragraph 2(b) of "Notes on Application") Please submit two self-addressed envelopes with sufficient postage for the convenience of returning the Parent's Copy and a reply slip to the Applicant concerned by post for retention and record. To minimise the risks of unsuccessful delivery before the application deadline, applicants are strongly advised to post by registered mail and they should check the Post Office's delivery standard. Applications postmarked beyond the application deadline will not be considered.

The school will follow the procedures listed below in handling Application Forms submitted by post :

1. Check whether the Application Form consists of the Education Bureau (EDB)'s Copy, School's Copy and Parent's Copy intact, and whether all the Copies carry the same Application Number.
2. Check whether the name of our school has been filled in the spaces provided for the Name of School Applied to on the EDB's Copy, School's Copy and Parent's Copy.
3. Check and verify whether the pre-printed student's information on the Application Form viz. the name of student, sex and date of birth is the same as that appear on the copy of the student's identity document as attached by the applicant.
4. In case of discrepancies in the pre-printed student's particular, the school will contact and advise the applicant to notify her primary school (for a participating student) or the School Places Allocation Section (SPAS) of EDB (for a non-participating student) immediately for rectification.
5. Under the following circumstances, according to the guidelines of the EDB, the school should return the Application Form to the applicant :
  - Application Form with amendments to the pre-printed information for the Allocation Cycle, the Student Reference Number and the Application Number.
  - Application Form with amendments to the pre-printed information for the Name of Student, Sex and Date of Birth, without stamp chop of the primary school (for a participating student) or the EDB (for a non-participating student).
  - Photocopied, damaged or incomplete Application Form.

After verifying and confirming that the information and documents is correct, the school will fill in the school name and school code, stamp the school chop in the spaces provided in the EDB's Copy, School's Copy and Parent's Copy. The school will detach and keep the EDB's Copy and School's Copy before returning the Parent's Copy and a reply slip to the parent concerned by post for retention and record. **Please be reminded again to submit two self-addressed envelopes with sufficient postage.**

## 妙法寺劉金龍中學

2022/23 年度「中一自行分配學位」(女生)  
授權代表或以郵遞方式遞交申請表

鑑於 2019 冠狀病毒疫情，倘若小六學生/家長(申請人)未能親身前往本校遞交《中一自行分配學位申請表》(《申請表》)及有關文件，申請人可以書面授權代表前往本校遞交《申請表》及有關文件，或透過郵遞申請，截止日期以郵戳日期為準。

申請人必須詳細檢查需要遞交之文件是否齊全(請細閱「申請須知」第 2(b)項)，為方便將「家長存根」及覆函寄回給申請人，請申請人遞交已貼上足夠郵資的長形回郵信封共兩個。另請申請人預留郵遞所需的時間及建議以掛號形式寄交申請，以減低郵遞失誤的風險，如因郵遞失誤而未能將《申請表》及有關文件送抵本校，恕未能辦理是次申請，敬希見諒。

學校接獲申請人以郵遞方式遞交的申請後，會按照下列程序處理：

1. 檢查《申請表》是否包括「教育局存根」、「學校存根」及「家長存根」三個相聯部分，以及所有存根是否載有同一申請編號。
2. 檢查「教育局存根」、「學校存根」及「家長存根」的「申請中學」一欄是否已填上本校的名稱。
3. 檢查及核實《申請表》上由電腦預印的學生資料，分別為學生姓名，性別及出生日期，是否與申請人夾附的學生身份證明文件副本上的資料相符。
4. 如發覺預印的學生資料有不確之處，本校將會聯絡及告知申請人立即通知就讀小學(如屬參加派位學生)或教育局學位分配組(如屬非參加派位學生)作出更正。
5. 遇有以下情況，根據教育局指引，本校會把《申請表》退回給申請人：
  - 「派位年度」、「學生編號」及「申請編號」的預印資料經塗改的《申請表》
  - 「學生姓名」、「性別」及「出生日期」的預印資料經塗改而未附有小學校印(如屬參加派位學生)或教育局印章(如屬非參加派位學生)的《申請表》
  - 影印、損毀或欠完整的《申請表》

當《申請表》及有關文件的資料經核實及確定無誤後，本校會在《申請表》的「教育局存根」、「學校存根」及「家長存根」預留的空白位置上，填上學校名稱、學校編號及蓋上校印。本校會撕下和保留《申請表》的「教育局存根」及「學校存根」，並將「家長存根」及覆函寄回給申請人，以作確認。**最後，再次提示申請人遞交已貼上足夠郵資的長形回郵信封共兩個。**