



中華人民共和國香港特別行政區政府  
教育局

Education Bureau

The Government of the Hong Kong Special Administrative Region  
of the People's Republic of China

本局檔號 Our Ref.: EDB 1219-2005-8040-9055-00046-P001 電話 Telephone: 3509 8478

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27 August 2025

To: Chairpersons of School Sponsoring Bodies of Aided Schools and Supervisors of Aided Schools with Incorporated Management Committees

Dear SSB Chairperson/ School Supervisor,

**Information Bank of Persons Who Are Interested to Serve as School Managers in  
Incorporated Management Committees of Aided Schools (Information Bank)  
- Enhanced Measures**

To support School Sponsoring Bodies (SSBs) and Incorporated Management Committees (IMCs) in search of suitable persons to fill the vacancies for SSB managers/independent managers, the EDB launched the Information Bank in the 2016/17 school year for the reference of SSBs/IMCs. The Information Bank includes members of professional bodies and individuals from the education sector who are interested in serving as school managers.

Under the existing practice, SSBs and IMCs of aided schools can approach the School-based Management Section of the EDB for the arrangement of accessing the Information Bank, if necessary, to identify potential candidates for school manager roles. However, due to the reengineering of work, the Information Bank will cease operation on 31 December 2025.

To ensure continued support for SSBs and IMCs in identifying potential candidates after the discontinuation of the Information Bank, the EDB has informed selected professional bodies that SSBs or IMCs may contact them directly to request referrals of potential professionals interested in serving as school managers. This new referral mechanism aims to facilitate a more effective and targeted matching process. The contact information for the selected professional bodies is provided below: *(in alphabetical order)*

1	Professional body:	<b><u>Association of Hong Kong Nursing Staff</u></b>
	Contact person:	Mr Kevin LIN
	Post title:	Senior Association Officer
	Telephone number:	2314 6975
	Email address:	kevinl@nurse.org.hk

2	Professional body: Contact person: Post title: Telephone number: Email address:	<b><u>Hong Kong Dental Association Limited</u></b> Ms Priscilla TO Executive Director 2528 5327 hkda@hkda.org
3	Professional body: Contact person: Post title: Telephone number: Email address:	<b><u>Hong Kong Institute of Certified Public Accountants</u></b> Ms Elaine CHUNG Director, Membership & Admission 2287 7320 elainechung@hkiecpa.org.hk
4	Professional body: Contact person: Post title: Telephone number: Email address:	<b><u>The Hong Kong Institute of Architects</u></b> Ms Maggie YAU Administrative Officer 2511 6323 hkiasec@hkia.org.hk
5	Professional body: Contact person: Post title: Telephone number: Email address:	<b><u>The Hong Kong Institute of Surveyors</u></b> Ms Alice CHOI Administrative Officer 2526 3679 info@hkis.org.hk
6	Professional body: Contact person: Post title: Telephone number: Email address:	<b><u>The Hong Kong Institution of Engineers</u></b> Ir Prof Alfred SIT Chief Executive & Secretary 2895 4446 hkie-sec@hkie.org.hk
7	Professional body: Contact person: Post title: Telephone number: Email address:	<b><u>The Hong Kong Medical Association</u></b> Ms Kris TSANG Head of Secretariat 2527 8285 hkma@hkma.org
8	Professional body: Contact person: Post title: Telephone number: Email address:	<b><u>The Law Society of Hong Kong</u></b> Ms Kally LAM Deputy Secretary General and Director of Practitioners Affairs 2846 0540 kally@hklawsoc.org.hk

Regarding your SSB/IMC's access to the information of the professional bodies' members, please note the following:

- (i) The provision of personal data by the interested professionals from professional bodies is voluntary.
- (ii) The decision on which individual is suitable to serve as the SSB Manager/Independent Manager, as well as whether to extend an invitation to serve as a school manager, rests with your SSB/IMC. The professional bodies will not make any recommendations on interested professionals.
- (iii) To assess a person's suitability for nomination as a school manager, the SSB/IMC is strongly advised to make sure that the selected person upholds professional ethics and strictly abides by Hong Kong laws (including the Basic Law and the Hong Kong National Security Law), relevant regulations, as well as guidelines and instructions issued by the EDB from time to time. The person should also actively participate in school governance

with various stakeholders, embody the spirit of school-based management, and make decisions in the overall interests of students.

- (iv) A person who is nominated as a school manager shall apply to the Permanent Secretary for Education for registration as a manager of the school. On receiving an application for registration as a manager of a school, the Permanent Secretary for Education shall make such inquiry as he considers necessary. In this connection, please refer to Section 30 of the Education Ordinance for the grounds for refusal to register manager in the **Annex**.
- (v) You are advised to observe the relevant provisions of the Personal Data (Privacy) Ordinance regarding the collection and handling of personal data.

We sincerely hope that committed, capable, and suitable individuals can be recruited to serve as SSB Managers or Independent Managers of your SSBs/ IMCs, supporting the smooth school operation for the benefit of students' learning and growth. Once again, we extend our heartfelt gratitude for your continued invaluable support in nurturing the next generation.

For enquiries, please contact the undersigned at 3509 8470 or Ms Carmen NG at 3509 8473.

Yours faithfully,



(Vincent LAU)  
for Secretary for Education

c.c. District CSDOs of the Education Bureau

## Section 30 of the Education Ordinance (Cap. 279)

## Grounds for refusal to register manager

- (1) The Permanent Secretary may refuse to register an applicant as a manager of a school if it appears to the Permanent Secretary that- (*Amended 3 of 2003 s. 11*)
- (a) the applicant is not resident in Hong Kong for at least 9 months in each year;
  - (b) the applicant is not a fit and proper person to be a manager;
  - (c) the applicant is a person in respect of whom a permit to teach has previously been cancelled;
  - (d) (*Repealed 27 of 2004 s. 11*)
  - (e) in making or in connection with any application-
    - (i) for registration of a school;
    - (ii) for registration as a manager or a teacher; or
    - (iii) to employ a person as a permitted teacher in a school, the applicant has made any statement or furnished any information which is false in any material particular or by reason of the omission of any material particular.
  - (f) (*Repealed 27 of 2004 s. 11*)
- (1A) The Permanent Secretary may refuse to register an applicant as a manager of-
- (a) a school if the applicant-
    - (i) is a bankrupt within the meaning of the Bankruptcy Ordinance (Cap 6) or has entered into a voluntary arrangement under that Ordinance; or
    - (ii) has previously been convicted in Hong Kong or elsewhere of a criminal offence punishable with imprisonment;
  - (b) a school if the applicant is under the age of 18 years;
  - (c) a school if-
    - (i) the applicant has attained the age of 70 years and he fails to produce a medical certificate issued by a registered medical practitioner within 2 months before the date of his application certifying that the applicant is physically fit to perform the functions of a manager; or
    - (ii) the applicant is under the age of 70 years and he fails to produce, upon a request by the Permanent Secretary, a medical certificate issued by a registered medical practitioner after the date of such request certifying that the applicant is physically fit to perform the functions of a manager; or
  - (d) an IMC school or a school in respect of which a submission has been made under section 40BK or 40BU if the applicant has been registered as a manager of 5 or more schools. (*Added 27 of 2004 s. 11*)
- (2) The Permanent Secretary shall refuse to register an applicant as a manager of- (*Amended 3 of 2003 s. 11; 27 of 2004 s. 11*)
- (a) a school without IMC if it appears to the Permanent Secretary that the applicant is not acceptable as a manager of the school to the majority of the managers; or
  - (b) an IMC school if-
    - (i) the applicant is on a list of proposed managers which the Permanent Secretary refuses to approve under section 40BM or 40BW; or
    - (ii) subject to any exemption granted under section 40AR, the registration of the applicant as a manager of the school will render the composition of the incorporated management committee of the school inconsistent with the constitution of the committee.

(*Amended 27 of 2004 s. 11*)