![香港教育城 HKedCity logo]

學校帳戶資料更新表格
School Account Information Update Form

學校管理員可於學校帳戶管理系統自行更新學校的基本資料及學校管理員資料。如需更新學校名稱、學校類別，又或合併多個學校帳戶，請填妥本表格，並於蓋上校印後電郵至 info@edcity.hk 。確認所有資料後，我們將於三個工作天內為 貴校更新學校帳戶資料。如有查詢，請電郵至 info@edcity.hk 或致電 2624 1000。收集的資料絕對保密，詳情請參閱香港教育城私隱政策。

School administrator can update basic school information and school administrator information in the School Accounts Administration System.To update the school name and school type, or merge multiple school accounts, please complete this form and stamp it with a school chop, then email it to info@edcity.hk. After verifying all information, the school account information will be updated in 3 working days. For enquiries, please contact us at info@edcity.hk or 2624 1000. The information collected is strictly confidential. Please refer to the Privacy Policy of Hong Kong Education City for details.

---

(1) 學校資料 School Information (必須填寫 Mandatory)

教城學校代號 EdCity School Code：_____

(注意：學校代號不能修改 Note: School code cannot be changed)

學校中文名稱 School Chinese Name：_____

學校英文名稱 School English Name：_____

學校註冊編號# School Registration No.#：_____

#有關編號可於 WebSAMS 系統內的學校資料中查閱；或進入教育局網站搜尋學校資料後，檢視瀏覽器網址列末端 'scrn=' 所顯示的 12 位數字。The Registration No. can be found in the school information on WebSAMS; or you can search for your school on the EDB website, and find the 12-digit No. at the end of the browser's URL after 'scrn='.

---

(2) 更新資料 Information Update (只填寫需更新的欄位 Please only fill in the fields to be updated)

☐ 學校中文名稱 School Chinese Name：_____

☐ 學校英文名稱 School English Name：_____

☐ 學校中文地址 School Chinese Address：_____

☐ 學校英文地址 School English Address：_____

☐ 學校類別 School Type： ○小學 Primary ○中學 Secondary ○特殊學校 Special ○幼稚園 Kindergarten

☐ 學校電話 School Phone No.：_____ ☐ 學校電郵 School Email：_____

☐ 校長姓名 Principal Name：_____

☐ 學校管理員聯絡資料 School Administrator Contact Information

　姓名 Name：_____

　聯絡電話 Contact Phone No.：_____ 聯絡電郵 Contact Email：_____

---

(3) 合併或停用學校帳戶 Merge or Suspend School Account (如適用 if applicable)

停用學校代號 Suspend School Code：_____ 保留學校代號 *Retain School Code：_____

生效日期 Effective date (DD/MM/YYYY)：_____

* 如合併同校帳戶，請於本表格的第一及第二部分再次填寫學校的全部資料；如與其他學校的帳戶合併，請同時提交相關證明文件的副本。

For merging accounts of the same school, please complete Part 1 and 2 with all the school information; for merging with account(s) of other school(s), please also provide a copy of relevant supporting documents.

學校蓋印 School Chop：_____

日期 Date (DD/MM/YYYY)：_____