



Date: 1st September, 2025.

Dear Parents,

Notice on Parent Manager Election

The Incorporated Management Committee of S.K.H. Ling Oi Primary School

("IMC") has been established on 31st August, 2015. According to the Education Ordinance and the Constitution of the IMC, the IMC shall comprise one Parent Manager and one Alternate Parent Manager amongst other Managers and they are elected by parents of current pupils of the School for nomination by a Parent-Teacher Association recognized by the IMC ("the RPTA") to the IMC for registration with the Education Bureau.

The Parent Manager and Alternate Parent Manager shall serve a term of 1 school year whereby a school year means a year beginning on 1st September and ending on 31st August of the following year and any period of less than 12 calendar months shall be deemed to be a complete school year shall the registration date of a manager fall on a date after 1st September. The role of a Parent Manager is to promote communication and co-operation between the IMC and the parents of current pupils of the School. The Parent Manager and the Alternate Parent Manager shall act in their personal capacities for the interests and benefits of the School and its pupils. The role of the IMC and Managers in general are set out at Paragraph 18 of the IMC Constitution.

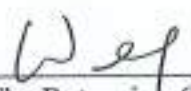
In accordance with the Constitution of the IMC and the Rules for the Election of the Parent Manager and Alternate Parent Manager ("the Election"), I hereby notify you that the Election will be held on 26th September, 2025 ("the Election Day"). The details of the Election are as follows:

- | | | |
|----|----------------------------|--|
| 1. | Election Day: | 26 th September, 2025 (Friday) |
| 2. | Polling Hours: | Ballot boxes will be made available from 07:30 to 13:30 |
| 3. | Venue: | The School Hall |
| 4. | Vacancies to be filled: | ONE Parent Manager and ONE Alternate Parent Manager. |
| 5. | Eligibility of candidates: | All eligible parents of current pupils of the School (except those who are also teachers of the School or a parent who is also the Returning Officer) have a right of candidature. |
| 6. | Eligibility of voters: | All eligible parents of current pupils of the School have an equal voting right and every such parent has one vote whereby an eligible parent includes a guardian of the pupil; and a person who is not the parent or guardian of the pupil but has the actual custody of the pupil. |

7. Nomination Period : From 2nd September, 2025 to 11th September, 2025
8. Nomination Procedures
- (a) All eligible parents who would like to stand as candidates in the Election shall submit a signed declaration form which shall include a self-introductory statement in not more than 100 words (obtainable from the School Administrative Office).
 - (b) Every eligible parent may nominate other parent(s) to stand as candidates in the Election provided that the nominee is required to sign the nomination form (obtainable from the School Administration Office) consenting to his/her candidature, together with the nomination form which shall include a self-introductory statement in not more than 100 words.
 - (c) The completed forms shall be submitted to the Returning Officer by the nomination deadline by 15:00, 11th September, 2025
9. Method of voting: The voting for the election shall be conducted by secret ballot.
10. Tenure of elected Parent Manager and Alternate Manager: 1 school year from date of registration to 31st August, 2026.

I shall send you a further notice in writing comprising a list of the names of all candidates who are validly nominated (together with their respective self-introductory statements) and the procedures on the Election Day (including the arrangements for the counting of votes and declaration of Election results) not less than 7 days before the Election Day.

I look forward to your active participation in the Election. Kindly complete and return the Reply Slip below to confirm your receipt of this notice. Please contact me if you have any queries about the Election. Thank you.


The Returning Officer
(WONG YUK CHING)



S.K.H. Ling Oi Primary School
Parent Manager Election(2025 – 2026)

Declaration of Candidature*

The completed forms shall be submitted to the Returning Officer by the nomination deadline by 15:00, 11th September, 2025.

I declare that:-

A. I would like to stand as a candidate in the Election for the Parent Manager and/or the Alternate Parent Manager of the School to be held on 26th September, 2025.

Candidate's Name: _____ Telephone No: _____ E-mail: _____
Name of Child: (1) _____ Class: _____ Relationship with Child: _____
(2) _____ Class: _____ Relationship with Child: _____

B. I have read and understood that according to Section 30 of the Education Ordinance, the Permanent Secretary may refuse to register an applicant as a manager of a school if it appears to the Permanent Secretary that or if –

1. the applicant is not resident in Hong Kong for at least 9 months in each year;
2. the applicant is not a fit and proper person to be a manager;
3. the applicant is a person in respect of whom a permit to teach has previously been cancelled;
4. in making or in connection with any application —
 - (i) for registration of a school; or
 - (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; or
5. the applicant is a bankrupt within the meaning of the Bankruptcy Ordinance (Cap. 6) or has entered into a voluntary arrangement under that Ordinance; or
6. the applicant has previously been convicted in Hong Kong or elsewhere of a criminal offence punishable with imprisonment; or
7. the applicant is under the age of 18 years; or
8. the applicant has attained the age of 70 years and he fails to produce a valid medical certificate issued by a registered medical practitioner within 2 months before the date of his application certifying that he is physically fit to perform the functions of a manager; or
9. the applicant is under the age of 70 years and he fails to produce, upon a request by the Permanent Secretary, a valid medical certificate issued by a registered medical practitioner after the date of such request certifying that he is physically fit to perform the functions of a manager;
10. the applicant has been registered as a manager of 5 or more schools.

To the extent that such conditions apply to me, I declare that I am a qualified candidate.

C. I also permit the School to publish my self-introductory statement below to all eligible electors for the sole purpose of the Election. I hereby indemnify the School from any legal liability arising from the publication of my self-introductory statement for the sole purpose of the Election.

Signature of Candidate: _____

Date: _____

Candidate's Self-Introductory Statement:

Please write a statement in not more than 100 words in English to introduce yourself and your objectives and aspirations. Your statement will be distributed to all eligible voters in the Election. The soft copy of this statement should be sent by email to the Returning Officer lop-wyc@lingoi.edu.hk

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* For a parent who nominates himself/herself as a candidate

S.K.H. Ling Oi Primary School
Parent Manager Election (2025-2026)
Nomination Form**

The completed forms shall be submitted to the Returning Officer by the nomination deadline by 15:00, 11th September, 2025.

I hereby nominate _____ as a candidate for the election of the
(Full Name of Candidate)

Parent Manager and/or the Alternate Parent Manager of the School on 26th September, 2025.

Nominator's Name: _____ Contact No: _____ E-mail: _____

Name of Child: _____ Class: _____ Relationship with Student: _____

Nominator's Signature: _____ Date : _____

Candidate's Consent:

(I) I consent to stand in the Election of the Parent Manager and/or the Alternate Parent Manager of the School ("the Election") for the school on 26th September, 2025.

(II) I have read and understood that according to Section 30 of the Education Ordinance, the Permanent Secretary may refuse to register an applicant as a manager of a school if it appears to the Permanent Secretary that or if—

1. the applicant is not resident in Hong Kong for at least 9 months in each year;
2. the applicant is not a fit and proper person to be a manager;
3. the applicant is a person in respect of whom a permit to teach has previously been cancelled;
4. in making or in connection with any application —
 - i. for registration of a school; or
 - 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; or
5. the applicant is a bankrupt within the meaning of the Bankruptcy Ordinance (Cap. 6) or has entered into a voluntary arrangement under that Ordinance; or
6. the applicant has previously been convicted in Hong Kong or elsewhere of a criminal offence punishable with imprisonment; or
7. the applicant is under the age of 18 years; or
8. the applicant has attained the age of 70 years and he fails to produce a valid medical certificate issued by a registered medical practitioner within 2 months before the date of his application certifying that he is physically fit to perform the functions of a manager; or
9. the applicant is under the age of 70 years and he fails to produce, upon a request by the

Permanent Secretary, a valid medical certificate issued by a registered medical practitioner after the date of such request certifying that he is physically fit to perform the functions of a manager;

10. the applicant has been registered as a manager of 5 or more schools.

To the extent that such conditions apply to me, I declare that I am a qualified candidate.

(III) I also permit the School to publish my self-introductory statement below to all eligible electors for the sole purpose of the Election. I hereby indemnify the School from any legal liability arising from the publication of my self-introductory statement for the sole purpose of the Election.

Candidate's Name: _____ Telephone No: _____ E-mail: _____

Name of Child: (1) _____ Class: _____ Relationship with Child: _____

(2) _____ Class: _____ Relationship with Child: _____

Candidate's Signature: _____ Date : _____

Candidate's Self-Introductory Statement:

Please write a statement in not more than 100 words in English to introduce yourself and your objectives and aspirations. Your statement will be distributed to all eligible voters in the Election. The soft copy of this statement should be sent by email to the Returning Officer lop-wyc@lingoi.edu.hk

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