

重設「學校增值資料系統」學校管理員戶口及密碼  
申請表格

**Application form for resetting School Administrator Account and Password of  
Schools Value-added Information System (SVAIS)**

致：香港灣仔皇后大道東213號  
胡忠大廈12樓1214室  
教育局指標組

To: Indicators Section  
Education Bureau  
Room 1214, 12/F, Wu Chung House  
213 Queen's Road East, Wanchai, Hong Kong

傳真號碼 Fax No. : 2119 9074

查詢電話 Tel No: 2892 6476 / 2892 6567

本人清楚並同意以下細則。請重設本校的「學校增值資料系統」學校管理員戶口及密碼，謝謝！  
I understand and agree with the following details. Please reset the school administrator account and password of my school. Thank you!

細則：

1. 重設學校管理員戶口及密碼需時三個工作天。
2. 本校接獲領取通知後，將派員攜同本申請表正本，到上述地址領取有關資料。
3. 本校將妥善保存學校管理員戶口及密碼。

Details:

1. 3 working days is required for resetting the school administrator account and password.
2. A staff member will bring along with the original copy of this application form to collect my school's administrator account and password at the above address.
3. My school will keep the administrator account and password under safe custody.

學校英文名稱 School Name in English : \_\_\_\_\_

學校中文名稱 School Name in Chinese : \_\_\_\_\_

校長姓名 Name of principal : \_\_\_\_\_

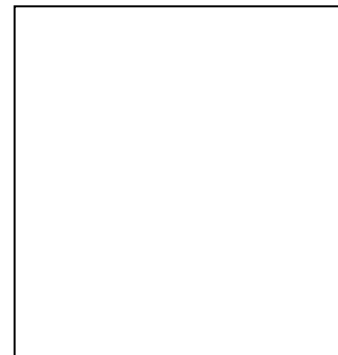
校長簽名 Signature of principal : \_\_\_\_\_

電話號碼 Tel No. : \_\_\_\_\_

傳真號碼 Fax No. : \_\_\_\_\_

電郵地址 Email Address : \_\_\_\_\_

日期 Date : \_\_\_\_\_



(校印 School Chop)