**PERMOHONAN PERTUKARAN PENGETUA/**

**GURU BESAR/ PENGERUSI LEMBAGA PENGELOLA/ AHLI LEMBAGA PENGELOLA**

***APPLICATION FOR CHANGE OF PRINCIPAL/HEADTEACHER/BOARD OF GOVERNORS***

*JABATAN PELAJARAN SWASTA*

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**KEMENTERIAN PENDIDIKAN MALAYSIA**

*MINISTRY OF EDUCATION MALAYSIA*

**BAHAGIAN PENDIDIKAN SWASTA**

*PRIVATE EDUCATION DIVISION*

**ARAS 3, BLOK E2, KOMPLEKS E**

**PUSAT PENTADBIRAN KERAJAAN PERSEKUTUAN**

**62604 W.P. PUTRAJAYA**

*Tel: 03-8884 9536/9571 Faks: 03-8888 6676*

**PERINGATAN:**

***REMINDER:***

* Permohonan hendaklah dibuat oleh Pengerusi Lembaga Pengelola/Pengetua/Guru Besar institusi berkenaan.

*Application is to be made by the Chairman,Board of Governors/Principal/Head Teacher of the institution only.*

* Lengkapkan satu (1) salinan sahaja.

*Complete one (1) copy only.*

* Semua maklumat perlu dilengkapkan. Permohonan yang tidak lengkap, akan ditolak.

*Complete all information. Incomplete application will be rejected.*

* Nama-nama orang yang dicadangkan di atas adalah bebas daripada tindakan mahkamah/

jenayah atau kebangkrapan.

*Any wrong/misleading information may caused the application to be rejected.*

* Sertakan salinan Kad Pengenalan/Pasport dan Sijil Kelayakan bagi pertukaran Pengetua/Guru Besar.

*For a change of Principal/Headteacher, attach a copy of identification card/passport and qualification.*

* Sertakan salinan Kad Pengenalan/Pasport bagi pertukaran Ahli Lembaga Pengelola (ALP).

*For a change of Board of Governors (BoG), attach a copy of identification card/passport.*

* Bilangan ALP hendaklah sekurang-kurangnya lima (5) orang dan Pengetua/Guru Besar adalah sebagai setiausaha kepada ALP tersebut.

*Minimum number for BoG has to be 5 person and the Principal/Headteacher acts as a secretary to the BoG (ex-officio).*

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| **BAHAGIAN A : MAKLUMAT INSTITUSI** |

*PART A : PARTICULARS OF INSTITUTION*

1. Maklumat institusi:

*Particulars of institution:*

|  |  |
| --- | --- |
| Nama institusi  *Name of institution* |  |
| Alamat institusi  *Address of institution* |  |
| No. telefon  *Telephone No.* |  |
| No.faks  *Faks No.* |  |
| No.Telefon Bimbit  *Handphone No.* |  |
| E-mel  *E-mail* |  |
| No. Perakuan Pendaftaran:  *Certificate Registration No.* |  |

**BAHAGIAN B : PERMOHONAN PERTUKARAN**

*PART B : PARTICULARS OF CHANGES*

1. Pertukaran Pengetua/Guru Besar

*Change of Principal/Headmaster*

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| --- | --- | --- |
| Maklumat  *Details* | Pengetua/Guru Besar Sedia Ada  *Existing Principal/Headteacher* | Pengetua/Guru Besar Baharu  *New Principal/Headteacher* |
| Nama/*Name* |  |  |
| No. Kad Pengenalan/Pasport  *Identification Card/Passport No.* |  |  |
| Kelayakan Ikhtisas  *Professional Qualifications* |  |  |
| No. Permit Mengajar  *Teaching Permit No.* |  |  |

1. Pertukaran Pengerusi Lembaga Pengelola

*Change of Chairman Board of Governor*

|  |  |  |  |
| --- | --- | --- | --- |
| Bil.  *No.* | Nama Penuh  *Full Name* | Warganegara  *Citizenship* | Kelulusan  *Qualification* |
| a. | Pengerusi Lembaga Pengelola sedia ada:  *Existing Chairman, Board of Governor* | | |
|  | Nama/*Name:*  No. K.P/Pasport/*Identification Card /Passport No.*  Tarikh tamat perkhidmatan: |  | - |
| b. | **Pengerusi Lembaga Pengelola baharu:**  *New Chairman, Board of Governor* | | |
|  | Nama/*Name:*  No. K.P/Pasport/*Identification Card /Passport No.*  Tarikh bermula: |  |  |

1. Pertukaran Ahli Lembaga Pengelola

*Change of Board of Governors*

|  |  |  |  |
| --- | --- | --- | --- |
| Bil.  *No.* | Nama Penuh  *Full Name* | Warganegara  *Citizenship* | Profesion  *Profession* |
| a. | Ahli-Ahli sedia ada:  *Existing Members:* | | |
| i. | Nama/*Name:*  No. K.P/Pasport/*Identification Card /Passport No.* |  |  |
| ii. | Nama/*Name:*  No. K.P/Pasport/*Identification Card /Passport No.* |  |  |
| iii. | Nama/*Name:*  No. K.P/Pasport/*Identification Card /Passport No.* |  |  |
| iv. | Nama/*Name:*  No. K.P/Pasport/*Identification Card /Passport No.* |  |  |
| b. | **Ahli-Ahli baharu:**  *New Members* | | |
| i. | Nama/*Name:*  No. K.P/Pasport/*Identification Card /Passport No.* |  |  |
| ii. | Nama/*Name:*  No. K.P/Pasport/*Identification Card /Passport No.* |  |  |
| iii. | Nama/*Name:*  No. K.P/Pasport/*Identification Card /Passport No.* |  |  |
| iv. | Nama/*Name:*  No. K.P/Pasport/*Identification Card /Passport No.* |  |  |

**BAHAGIAN D : PERAKUAN PEMOHON**

*PART D : DECLARATION BY APPLICANT*

Saya ……………………………………No. K.P/Pasport: ……...……………....selaku Guru Besar /Pengetua/Pengerusi Lembaga Pengelola dengan sesungguhnya mengaku bahawa saya membuat pengakuan ini dengan penuh kepercayaan yang maklumat-maklumat yang diberi adalah benar dan menurut kandungan Akta Akuan Berkanun 1960 (disemak 1969); dan

*I,................................................................IC/Passport No .................:.. Headmaster/Principal/Chairman of the Board of Governors hereby declare that my declaration is in accordance to the Statutory Declaration Act 1960 (revised 1969); and*

Maklumat yang tidak benar/mengelirukan boleh menyebabkan permohonan ini ditolak.

*Any wrong/misleading information may caused the application to be rejected.*

Cap Rasmi *Official Stamp*

......................................................

*(Tandatangan)*

*(Signature)*

|  |  |  |
| --- | --- | --- |
| Nama  *Name* | : | ................................................................................ |
| No. KP/Pasport  *Identification Card/*  *Passport No.* | *:* | *................................................................................* |
| Tarikh  *Date* | *:* | *.................................................................................* |