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| **PERMOHONAN PENGUBAHSUAIAN/ PENAMBAHAN**  **/ PEMINDAHAN PREMIS**  ***APPLICATION FOR RENOVATION/ADDITION/CHANGE OF PREMISE*** | |
|  |



**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 completed by the Chairman,Board of Governors/Principal/Head Teacher of the institution only.*

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

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

* Lengkapkan satu (1) salinan sahaja.

*Complete one (1) copy only.*

* Sertakan salinan Perakuan Pendaftaran institusi yang terkini termasuk Lampiran A dan B.

*Enclose the Registration Certificate of the institution together with Attachment A and B.*

**BAHAGIAN A : JENIS PERMOHONAN**

*PART A : TYPES OF APPLICATION*

|  |  |  |
| --- | --- | --- |
| **Bil** *No.* | **Jenis**  *Types* | **Tanda**  *Tick*  **( ✓ )** |
| 1. | Pengubahsuaian Premis  *Renovation Of Premise* |  |
| 2. | Penambahan Premis  ***Addition Of Premise*** |  |
| 3. | Pemindahan Premis  ***Change Of Premise*** |  |

Tandakan (✓) pada petak berkenaan. Satu permohonan bagi SATU kategori institusi sahaja.

Tick (✓) the relevant box. One application for each category.

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| **BAHAGIAN B : MAKLUMAT INSTITUSI** |

*PART B : PARTICULARS OF INSTITUTION*

1. Maklumat institusi:

*Particulars of institution:*

|  |  |
| --- | --- |
| Nama institusi  *Name of institution* |  |
| Alamat sedia ada institusi  *Existing address of institution* |  |
| Alamat baharu institusi  *New 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 C : MAKLUMAT PENGURUSAN**

*PART C : PARTICULARS OF MANAGEMENT*

1. Butiran Ahli Lembaga Pengelola (ALP)

*Board of Governors (BoG) Details*

|  |  |  |  |
| --- | --- | --- | --- |
| Bil  *No* | Nama Penuh  *Full Name* | Warga  negara  *Citizenship* | Profesion  *Profession* |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Pengerusi/*Chairman:* | | |
| i. | Nama/*Name:*  No. K.P/Pasport/*Identification Card /Passport No.* |  |  |
|  | Ahli-Ahli/*Members:* | | |
| 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.* |  |  |
| v. | Nama/*Name:*  No. K.P/Pasport/*Identification Card /Passport No.* |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Maklumat Pengetua/Guru Besar   *Particulars of Principal/Head Teacher*   |  |  | | --- | --- | | Nama/*Name* |  | | No. Kad Pengenalan/Pasport  *Identification Card/Passport No.* |  | | No. Permit Mengajar  *Teaching Permit No.* |  |  1. Justifikasi permohonan   *Justification*   |  |  | | --- | --- | | i. | .......................................................................................................................................................  ....................................................................................................................................................... | | ii. | .......................................................................................................................................................  ....................................................................................................................................................... | | iii. | .......................................................................................................................................................  ....................................................................................................................................................... | | iv. | .......................................................................................................................................................  ....................................................................................................................................................... |   **BAHAGIAN D : MAKLUMAT UBAHSUAI/TAMBAH PREMIS/PINDAH PREMIS**  *Part D : Particulars of Renovation/Addition/Change of premise* |

5. Maklumat premis baharu:

*Particulars of new premise*

1. Pemilikan

*Ownership*

|  |  |
| --- | --- |
| Milik Sendiri  *Self Own* |  |
| Sewaan/Pajakan  *Rent/Lease* |  |

Tanda (✓) pada petak berkenaan. Sertakan salinan surat Perjanjian Jual Beli/Perjanjian Sewaan/Surat Perakuan Sewaan Premis/Surat Tawaran Sewaan/Surat Pajakan

*Tick (✓) the relevant box. Attach a copy of Sales and Purchase/Rental Agreement/Letter of Acknowlegdement on Rental of Premise/Offer letter of intent to rent/Letter to Lease.*

1. Maklumat lain:

*Other information*

|  |  |  |
| --- | --- | --- |
| a. | Jenis bangunan  *Types of building* |  |
| b. | Luas tapak kawasan  *Land Area* |  |
| c. | Luas lantai premis  *Floor Area* |  |
| d. | Sewaan sebulan atau harga pembelian  *Monthly Rentalor purchase price* |  |
| e. | Surat kelulusan/sokongan Pihak Berkuasa Tempatan  *Approval/Support letter from the Local Council/Government* |  |

1. Senaraikan kemudahan-kemudahan yang disediakan

*List down the facilities provided*

|  |  |  |
| --- | --- | --- |
| Bil.  *No.* | Kemudahan Pengajaran dan Pembelajaran  *Teaching and Learning Facilities* | Bilangan Unit  *No. of units* |
| a. |  |  |
| b. |  |  |
| c. |  |  |
| d. |  |  |
| e. |  |  |
| f. |  |  |

**BAHAGIAN E : PERAKUAN PEMOHON**

*PART E : DECLARATION BY APPLICANT*

Saya ……………………………………No. K.P/Pasport: ……...……………....selaku Pengerusi Lembaga Pengelola/Pengetua/Guru Besar 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 .................:.. Chairman,Board of Governors/ Principal/ Head Teacher 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* | *:* | *.................................................................................* |