**SENARAI SEMAK**

***CHECKLIST***

*Tandakan (****√)*** *pada petak berkenaan*

*Tick (√) the relevant box*

Bersama-sama ini disertakan salinan:

*Attached the following copies of certified documents:*

|  |  |  |
| --- | --- | --- |
| Bil.*No.* | Keperluan*Needs* | Tandakan*Tick* |
| 1. | Borang BPS 1 – A & B yang telah lengkap diisi*Completed Form BPS 1* |  |
| 2. | Salinan Kad Pengenalan/ Pasport Pemohon*A copy of Applicant’s Identity Card or Passport* |  |
| 3. | Salinan Sijil (SSM) atau Dokumen perniagaan/syarikat/pertubuhan/persatuan/yayasan/koperasi*A copy of Registration Certificate (CCM)or Approval Letter of business / company / organization/society/foundation/cooperative* |  |
| 4. | Salinan Borang 24 dan Borang 49 Pendaftar Syarikat (yang disahkan oleh SSM)Salinan Borang A dan Borang B Pendaftar Perniagaan*A copy of Form 24 and Form 49 ROC**A copy of Form A and Form B ROB*Nota:*Note*- 30% Ekuiti Bumiputra  *30% Native’s Equity*- Ekuiti luar Negara diantara 20% - 51% bergantung kepada Negara (FTA) *Foreign equity between 20% - 51% depending on countries (FTA)* |  |
| 5. | Modal Berbayar (Minimum):Tadika dan Pusat Tuisyen: RM10,000.00Semua Kategori Sekolah: RM100,000.00IPS Lain-lain: RM50,000.00*Paid-Up Capital (Minimum):**Kindergarten and Tuition Centre: RM10,000.00**All Categories of School: RM100,000.00**Other PEI: RM50,000.00* |  |
| 6. | Salinan *Memorandum and Articles (M&A)**A copy of M&A* |  |
| 7. | Salinan Laporan Kewangan Tahunan*A copy of Annual Financial Report* |  |
| 8. | Salinan Minit Mesyuarat Agong (Pertubuhan/Persatuan/Yayasan/Koperasi)*A copy of Annual General Meeting (Organisation/Society/Foundation/Cooperative)* |  |
| 9. | 3 nama IPS yang dicadangkan di dalam Bahasa Kebangsaan*Suggested 3 names for PEI in National Language* |  |
| 10. | Surat Sokongan pihak Berkuasa Tempatan (Untuk kategori sekolah, pusat tuisyen dan tadika)*A copy of Supporting Letter from the relevant Local Authority/Council (For school, tution centre and kindergarten category)* |  |
| 11. | Bagi Tadika - Surat Persetujuan Jiran-Jiran terdekat*For Kindergartens – Consent letter from the neighbours*  |  |
| 12. | Pengerusi Lembaga PengelolaMaklumat diri (CV)Salinan Kad Pengenalan/PasportSalinan Sijil/Diploma/IjazahSurat lantikan |  |
|  | *Chairman of The Board of Governors**Curiculum Vitae**A copy of Identity Card/Passport**A copy of Certificate/Diploma/Degree**Appointment Letter* |  |
| 13. | Lembaga Pengelola Institusi: (Minimum 5 orang termasuk Pengerusi Lembaga Pengelola. Guru Besar/ Pengetua tidak boleh menjadi pengerusi atau ahli Lembaga Pengelola kerana beliau secara automatik bertndak sebagai setiausaha Lembaga Pengelola institusi berkenaan)Maklumat diri (CV)Salinan Kad Pengenalan/PasportSalinan Sijil/Diploma/Ijazah*Board of Governers:* *(Minimun of 5 persons including the Chairman. The Head Teacher /Principal is not allowed to be the Chairman or a member to the BoG because he/she acts as the secretary to the BoG of the institution. )**Curriculum Vitae**A copy of Identity Card/Passport**A copy of Certificate/Diploma/Degree* |  |
| 14. | Guru Besar/PengetuaMaklumat diri (CV)Salinan Kad Pengenalan/PasportSalinan Sijil/Diploma/Ijazah*Head Teacher/Principal**Curriculum Vitae**A copy of Identity Card/Passport**A copy of Certificate/Diploma/Degree* |  |
| 15. | GuruMaklumat diri (CV)Salinan Kad Pengenalan/PasportSalinan Sijil/Diploma/Pasport*Teachers**Curriculum Vitae**A copy of Identity Card/Passport**A copy of Certificate/Diploma/Degree* |  |
| 16. | Draf Surat Cara Pengelolaan*A draft of Instrument of Governance* |  |
| 17. | Silibus*Syllabus* |  |
| 18. | Salinan surat perjanjian jual beli (jika premis milik sendiri)*A copy of sales and purchase agreement (if self ownership)* |  |
| 19. | Salinan surat perjanjian sewaan/pajakan ( jika menyewa)*A copy of rental/lease agreement (if rental)* |  |
| 20. | Pelan lokasi *Location Plan* |  |
| 21. | Pelan lantai premis*Floor Plan* |  |
| 22. | Salinan pelan tapak (sekolah sahaja)*A copy of site plan (school only)* |  |
| 23. | Lukisan arkitek (sekolah sahaja)*Architect drawing (school only)* |  |
| 24. | Borang 5A/5B/5C/5D/5E/5F/5G *Form 5A/5B/5C/5D/5E/5F/5G* |  |

Nota: Jika Pengerusi/Ahli Lembaga Pengelola/Guru Besar/ Pengetua /Tenaga Pengajar adalah

kakitangan kerajaan, sila kemukakan Surat Kebenaran daripada majikan tempat mereka

 bertugas

*Note*  *If the Chairman/Members of BOG Head Teacher/Principal/ /Teachers is a government servant, please*

*submit Approval Letter from the Head of Department.*