**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: RM10,000.00  Semua Kategori Sekolah: RM100,000.00  IPS 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 Pengelola  Maklumat diri (CV)  Salinan Kad Pengenalan/Pasport  Salinan Sijil/Diploma/Ijazah  Surat 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/Pasport  Salinan 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/Pengetua  Maklumat diri (CV)  Salinan Kad Pengenalan/Pasport  Salinan Sijil/Diploma/Ijazah  *Head Teacher/Principal*  *Curriculum Vitae*  *A copy of Identity Card/Passport*  *A copy of Certificate/Diploma/Degree* |  |
| 15. | Guru  Maklumat diri (CV)  Salinan Kad Pengenalan/Pasport  Salinan 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.*