



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 <i>Renovation Of Premise</i>	
2.	Penambahan Premis <i>Addition Of Premise</i>	
3.	Pemindahan Premis <i>Change Of Premise</i>	

Tandakan (✓) pada petak berkenaan. Satu permohonan bagi SATU kategori institusi sahaja.  
Tick (✓) the relevant box. One application for each category.

**BAHAGIAN B : MAKLUMAT INSTITUSI**  
**PART B : PARTICULARS OF INSTITUTION**

1. Maklumat institusi:  
*Particulars of institution:*

Nama institusi <i>Name of institution</i>	
Alamat sedia ada institusi <i>Existing address of institution</i>	
Alamat baharu institusi <i>New address of institution</i>	
No. Telefon <i>Telephone No.</i>	
No. Faks <i>Faks No.</i>	
No. Telefon Bimbit <i>Handphone No.</i>	
E-mel <i>E-mail</i>	
No. Perakuan Pendaftaran: <i>Certificate Registration No.</i>	

**BAHAGIAN C : MAKLUMAT PENGURUSAN**  
**PART C : PARTICULARS OF MANAGEMENT**

2. Butiran Ahli Lembaga Pengelola (ALP)  
*Board of Governors (BoG) Details*

Bil No	Nama Penuh <i>Full Name</i>	Warga negara <i>Citizenship</i>	Profesion <i>Profession</i>
	Pengerusi/ <i>Chairman:</i>		
i.	Nama/ <i>Name:</i> No. K.P/Pasport/ <i>Identification Card</i> /Passport No.		
	Ahli-Ahli/ <i>Members:</i>		
ii.	Nama/ <i>Name:</i> No. K.P/Pasport/ <i>Identification Card</i> /Passport No.		
iii.	Nama/ <i>Name:</i> No. K.P/Pasport/ <i>Identification Card</i> /Passport No.		
iv.	Nama/ <i>Name:</i> No. K.P/Pasport/ <i>Identification Card</i> /Passport No.		
v.	Nama/ <i>Name:</i> No. K.P/Pasport/ <i>Identification Card</i> /Passport No.		

3. Maklumat Pengetua/Guru Besar  
*Particulars of Principal/Head Teacher*

Nama/Name	
No. Kad Pengenalan/Pasport <i>Identification Card/Passport No.</i>	
No. Permit Mengajar <i>Teaching Permit No.</i>	

4. 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*

- i. Pemilikan  
*Ownership*

Milik Sendiri <i>Self Own</i>	
Sewaan/Pajakan <i>Rent/Lease</i>	

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 Acknowledgement on Rental of Premise/Offer letter of intent to rent/Letter to Lease.*

ii. Maklumat lain:  
Other information

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

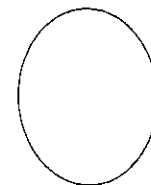
iii. Senaraikan kemudahan-kemudahan yang disediakan  
List down the facilities provided

Bil. No.	Kemudahan Pengajaran dan Pembelajaran <i>Teaching and Learning Facilities</i>	Bilangan Unit <i>No. of units</i>
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