



PERMOHONAN PENUBUHAN INSTITUSI PENDIDIKAN SWASTA (IPS)
APPLICATION FOR THE ESTABLISHMENT OF PRIVATE EDUCATIONAL INSTITUTION (PEI)



KEMENTERIAN PELAJARAN MALAYSIA
MINISTRY OF EDUCATION, MALAYSIA
BAHAGIAN PENDIDIKAN SWASTA
PRIVATE EDUCATION MALAYSIA
ARAS 3, BLOK E2, KOMPLEKS E
PUSAT PENTADBIRAN KERAJAAN PERSEKUTUAN
62604 W.P. PUTRAJAYA

Tel: 03-8884 9536/9571 Fax: 03-8888 6676/6679

PERINGATAN :
NOTE

- Permohonan yang **TIDAK** lengkap, tidak akan di proses
Incomplete application will not be processed
- Rujuk senarai semak yang dilampirkan
Please refer to the checklist attached
- Sertakan kertas berasingan jika ruang yang disediakan tidak mencukupi
Attach a separate write-up if space is insufficient

Semua maklumat perlu dilengkapkan
All information must be completed

BAHAGIAN A : KATEGORI INSTITUSI PENDIDIKAN SWASTA (IPS) YANG DIPOHON
SECTION A : CATEGORY OF PRIVATE EDUCATIONAL INSTITUTION (PEI)

| BIL No | JENIS TYPE | TANDA TICK (√) | BIL No | JENIS TYPE | TANDA TICK (√) |
|-----------|--|----------------------|-----------|--|----------------------|
| 1. | Sekolah Rendah <i>Primary School</i> | | 10. | Pusat Bahasa <i>Language Centre</i> | |
| 2. | Sekolah Menengah <i>Secondary School</i> | | 11. | Pusat Latihan Komputer <i>Computer Training Centre</i> | |
| 3. | Sekolah Rendah Agama Islam <i>Islamic Primary School</i> | | 12. | Pusat Kemahiran <i>Skill Centre</i> | |
| 4. | Sekolah Menengah Agama Islam <i>Islamic Secondary School</i> | | 13. | Pusat Vokasional/Teknikal <i>Vocational/Technical Centre</i> | |
| 5. | Sekolah Antarabangsa <i>International School</i> | | 14. | Pusat Perkembangan Minda <i>Mind Enrichment Centre</i> | |
| 6. | Sekolah Ekspatriat <i>Expatriate School</i> | | 15. | Pusat Bimbingan <i>Guidance Centre</i> | |
| 7. | Sekolah Pendidikan Khas <i>Special Education School</i> | | 16. | Cawangan (Namakan IPS Induk) <i>Branch</i> (Name the main PEI) | |
| 8. | Tadika <i>Kindergarten</i> | | 17. | Lain-lain IPS (Nyatakan) <i>Other PEI (Please state)</i> | |
| 9. | Pusat Tuisyen <i>Tuition Centre</i> | | | | |

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

BORANG BPS I

BORANG BPS I
FORM BPS I

j) Pemegang Saham
Shareholders

| Bil. <i>No.</i> | Nama Penuh <i>Full Name</i> | Warganegara <i>Nationality</i> | Bangsa <i>Race</i> | Saham <i>Share</i> | |
|--------------------|---|-----------------------------------|-----------------------|----------------------------|-------------------------------------|
| | | | | Amaun(RM) <i>Amount</i> | Peratus (%) <i>Percentage</i> |
| 1. | Nama/ <i>Name</i> : No. K.P/Pasport: <i>I.C/Passport No</i> | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |

k) Lembaga Pengarah Syarikat
Company's Board of Directors

| Bil. <i>No.</i> | Nama Penuh <i>Full Name</i> | Warganegara <i>Nationality</i> | Profesion <i>Profession</i> |
|--------------------|---|-----------------------------------|--------------------------------|
| 1. | Nama/ <i>Name</i> : No. K.P/Pasport: <i>I.C/Passport No</i> | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

Sertakan salinan M&A dan Borang 49 Akta Syarikat 1965
Include a copy of the M & A and Form 49 of the Company's Act 1965

l) Senarai Ahli Jawatankuasa (Jika pertubuhan/persatuan/yayasan/koperasi)
List of Committee Members (if organisation/society/foundation/cooperative)

| Bil. <i>No.</i> | Nama Penuh Warganegara <i>Full Name Nationality</i> | Alamat <i>Address</i> | Profesion <i>Profession</i> | Jawatan Disandang Dalam Pertubuhan/Persatuan /Yayasan/Koperasi <i>Position Held in Organisation / Society / Foundation / Cooperative</i> |
|--------------------|---|--------------------------|--------------------------------|--|
| 1. | Nama/ <i>Name</i> : No. K.P/Pasport: <i>I.C/Passport No</i> | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

- e) Bahasa Pengantar
Medium of Instruction

| TADIKA <i>KINDERGARTEN</i> | | | LAIN-LAIN IPS <i>OTHER PEI</i> | | |
|--------------------------------------|---|--|--|---|--|
| 1. | Bahasa Kebangsaan <i>National Language</i> | | 1. | Bahasa Kebangsaan <i>National Language</i> | |
| 2. | Bahasa Inggeris <i>English Language</i> | | 2. | Bahasa Inggeris <i>English Language</i> | |
| 3. | Mandarin <i>Mandarin</i> | | 3. | Lain-lain, nyatakan <i>Others, please state</i> | |
| 4. | Bahasa Tamil <i>Tamil</i> | | | | |
| 5. | Lain-lain, nyatakan <i>Others, please state</i> | | | | |

Tandakan (✓) pada petak berkaitan
Tick (✓) the relevant box

BAHAGIAN F : PENGURUSAN
SECTION F : MANAGEMENT

1. Maklumat Ahli Lembaga Pengelola
Particulars of Board of Governors

- a) Maklumat Ahli Lembaga Pengelola (ALP)
(Minimum 3 orang untuk Tadika/Pusat Tuisyen atau 5 orang untuk lain-lain IPS)
Board of Governors (BoG) Details
(Minimum of 3 person for Kindergarten/Tuition Centre or 5 person for other PEI)

| Bil <i>No</i> | Nama Penuh <i>Full Name</i> | Warganegara <i>Citizenship</i> | Profesion <i>Profession</i> |
|------------------|---|-----------------------------------|--------------------------------|
| | Pengerusi: <i>Chairman:</i> | | |
| 1. | Nama/ <i>Name:</i> No. K.P/Pasport: <i>I.C/Passport No.</i> | | |
| | Ahli-Ahli: <i>Members:</i> | | |
| 2. | Nama/ <i>Name:</i> No. K.P/Pasport: <i>I.C/Passport No.</i> | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

NOTA :

Note

- Pengerusi ALP mestilah warganegara Malaysia
The chairman of the BoG must be a Malaysian
- Pengetua/Guru Besar tidak boleh dilantik sebagai ALP kerana ia bertindak sebagai setiausaha kepada ALP
The Principal/Headmaster acts as a secretary to the BoG, thus he/she cannot be appointed as a member of the BoG

3. Maklumat Guru

Particulars of Teachers

| Bil. <i>No.</i> | Nama Penuh <i>Full Name</i> | Warganegara <i>Citizenship</i> | Kelayakan Akademik <i>Academic Qualification</i> | Kelayakan Ikhtisas <i>Profesional Qualification</i> | Pengalaman Mengajar (tahun) <i>Teaching Experience (Years)</i> |
|--------------------|---|-----------------------------------|---|--|---|
| 1. | Nama/ <i>Name</i> : No. K.P./Pasport: <i>I.C/Passport No.</i> | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |

4. Maklumat Staf Bukan Akademik

Particulars of Non Academic Staff

| Bil. <i>No.</i> | Nama Penuh <i>Full Name</i> | No. K.P./ Pasport <i>I.C/Passport No.</i> | Warganegara <i>Citizenship</i> | Kelulusan <i>Qualification</i> | Pengalaman Bekerja (tahun) <i>Working Experience (Years)</i> |
|--------------------|---|--|-----------------------------------|-----------------------------------|---|
| 1. | Nama/ <i>Name</i> : No. K.P./Pasport: <i>I.C/Passport No.</i> | | | | |
| 2. | | | | | |

5. Kurikulum/Kursus/Program/Latihan dan Yuran

Curriculum/Course/Programme/Training and Fee Structure

Lengkapkan borang yang berkaitan : -

Complete the relevant form : -

- Borang 5A
Form 5A - Sekolah Rendah/Menengah/Rendah Agama Islam/Menengah Agama Islam
Primary/Secondary/Islamic Primary/Islamic Secondary School
- Borang 5B
Form 5B - Sekolah Antarabangsa/Expatriat
International/Expatriate School
- Borang 5C
Form 5C - Pusat Bahasa/Latihan Komputer/Kemahiran/Vokasional/Teknikal
Language/Computer Training/Skill/Vocational/Technical Centre
- Borang 5D
Form 5D - Pusat Perkembangan Minda
Mind Enrichment Centre
- Borang 5E
Form 5E - Pusat Bimbingan
Guidance Centre
- Borang 5F
Form 5F - Tadika
Kindergarten
- Borang 5G
Form 5G - Pusat Tuisyen
Tuition Centre

BORANG BPS I

Sertakan silibus kursus kecuali bagi Tadika, Sekolah dan Pusat Tuisyen yang menggunakan Kurikulum Kebangsaan
Attach course syllabus except for Kindergarten, School and Tuition Centre which is using the National Curriculum

6. Suratcara Pengelolaan
Instrument of Governance

Sertakan draf Suratcara Pengelolaan tersebut
Attach a draft of the Instrument of Governance

BAHAGIAN G : PREMIS DAN KEMUDAHAN
SECTION G : PREMISE AND AMENITIES

1. Maklumat Premis
Information of Premise

a) Lokasi Premis

Location of premise

| | |
|------------------------------|--------------------------|
| Bandar <i>Town</i> | <input type="checkbox"/> |
| Luar Bandar <i>Rural</i> | <input type="checkbox"/> |
| Pedalaman <i>Interior</i> | <input type="checkbox"/> |

Tandakan (✓) pada petak berkenaan
Tick (✓) the relevant box

b) Jenis Premis

Types of Premise

| | | | |
|---|--------------------------|--|--------------------------|
| Kampus <i>Campus</i> | <input type="checkbox"/> | Balai Raya/Dewan Orang Ramai <i>Community/Multipurpose Hall</i> | <input type="checkbox"/> |
| Bangunan Institusi Pendidikan <i>Education Institutional Building</i> | <input type="checkbox"/> | Rumah Kedai <i>Shoplot</i> | <input type="checkbox"/> |
| Kompleks Pejabat (selain sekolah dan tadika) <i>Office Complex (other than school & kindergarten)</i> | <input type="checkbox"/> | Rumah Kediaman (Tadika sahaja) <i>Landed Residential Property (for Kindergarten only)</i> | <input type="checkbox"/> |
| Kompleks Membeli-belah <i>Shopping Complex</i> | <input type="checkbox"/> | Rumah Ibadat <i>House of Worship</i> | <input type="checkbox"/> |
| Lain-lain, nyatakan <i>Others, please state</i> | | | |

Tandakan (✓) pada petak berkenaan
Tick (✓) the relevant box

c) Pemilikan

Ownership

| | |
|-------------------------------------|--------------------------|
| Milik Sendiri <i>Self Own</i> | <input type="checkbox"/> |
| Sewaan/Pajakan <i>Rent/Lease</i> | <input type="checkbox"/> |

Tanda (✓) pada petak berkenaan. Sertakan salinan surat perjanjian jual beli
Tick (✓) the relevant box. Attach a copy of Sales and Purchase

| Bil. No. | Kemudahan Pentadbiran <i>Administration Facilities</i> | Bilangan Unit <i>No. of Units</i> |
|----------|--|--------------------------------------|
| 1. | Bilik Pentadbiran/Pejabat <i>Administration Room/Office</i> | |
| 2. | Bilik Guru Besar/Pengetua <i>Head of School/Principal's Rppm</i> | |
| 3. | Bilik Guru <i>Teacher's Room</i> | |
| 4. | Bilik Kaunseling <i>Counselling Room</i> | |
| 5. | Bilik Mesyuarat <i>Meeting Room</i> | |
| 6. | Dewan <i>Hall</i> | |
| 7. | Kemudahan lain, nyatakan <i>Other facilities, please state</i> | |

| Bil. No. | Kemudahan Kokurikulum <i>Co-curricular Facilities</i> | Bilangan Unit <i>No. of Units</i> |
|----------|--|--------------------------------------|
| 1. | Tapak Permainan <i>Playground</i> | |
| 2. | Gimnasium <i>Gymnasium</i> | |
| 3. | Padang Bola Sepak/Hoki <i>Football/Hockey Field</i> | |
| 4. | Gelanggang Badminton <i>Badminton Court</i> | |
| 5. | Gelanggang Tennis <i>Tennis Court</i> | |
| 6. | Gelanggang Sepak Takraw <i>Sepak Takraw Court</i> | |
| 7. | Gelanggang Bola Keranjang <i>Basketball Court</i> | |
| 8. | Gelanggang Bola Tampar <i>Volleyball Court</i> | |
| 9. | Gelanggang Skuasy <i>Squash Court</i> | |
| 10. | Balapan <i>Track</i> | |
| 11. | Gelanggang Futsal <i>Futsal Court</i> | |
| 12. | Bilik Persalinan <i>Changing Room</i> | |
| 13. | Kolam Renang <i>Swimming Pool</i> | |
| 14. | Kemudahan lain, nyatakan <i>Other facilities, please state</i> | |

| Bil. No. | Kemudahan Keselamatan dan Kesihatan <i>Security and Health Facilities</i> | Bilangan Unit <i>No. of Units</i> |
|-------------|--|--------------------------------------|
| 1. | Pondok Pengawal Keselamatan <i>Security Guard Booth</i> | |
| 2. | Bilik Sakit <i>Sick Bay</i> | |
| 3. | Bilik Rawatan <i>Treatment Room</i> | |
| 4. | CCTV | |
| 5. | Kemudahan lain, nyatakan <i>Other facilities, please state</i> | |

| Bil. No. | Kemudahan-Kemudahan Lain <i>Other Facilities</i> | Bilangan Unit <i>No. of Units</i> |
|-------------|--|--------------------------------------|
| 1. | Tandas Lelaki <i>Gents Toilet</i> | |
| 2. | Tandas Perempuan <i>Ladies Toilet</i> | |
| 3. | Bilik Penyediaan Makanan <i>Food Preparation Room</i> | |
| 4. | Tempat Makan/Kafeteria <i>Pantry/Cafeteria</i> | |
| 5. | Surau <i>Prayer Room (Muslim)</i> | |
| 6. | Tempat Menunggu Bas <i>Bus Stop</i> | |
| 7. | Tempat Letak Kereta <i>Parking Area</i> | |
| 8. | Kemudahan lain, nyatakan <i>Other facilities, please state</i> | |

Sertakan lukisan arkitek bagi kategori sekolah sahaja
Attach architect drawing for schools category only

BAHAGIAN H : LAIN-LAIN KELULUSAN
SECTION H : OTHER APPROVED EDUCATIONAL INSTITUTION

1. Nyatakan kelulusan lain-lain IPS dan IPTS yang telah diberikan kepada pemohon di bawah Akta Pendidikan 1996 (Akta 550) dan Akta Institusi Pendidikan Tinggi Swasta (Akta 555)
Please state other PEI or PHEI that have been approved to the applicant under the Education Act 1996 (Act 550) and Private Higher Educational Institution Act 1996 (Act 555)

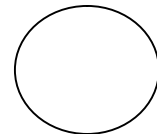
- a. _____
- b. _____
- c. _____

BAHAGIAN I : PERAKUAN PEMOHON
SECTION I : DECLARATION BY APPLICANT

Saya: _____ No. Kad Pengenalan: _____
I (Nama pemohon dengan huruf besar) Identification Card No.
(Applicant's name in block letters)

Dengan sesungguhnya mengaku bahawa:
Hereby, declare that:

- a) Pernyataan-pernyataan yang terkandung dalam borang permohonan ini dan dokumen-dokumen yang dikepilkan adalah benar sepanjang pengetahuan dan kepercayaan saya;
The statements mentioned in the application form and the documents attached are true to my knowledge and belief;
- b) Tandatangan yang diturunkan pada borang permohonan ini adalah nama dan tulisan tangan saya yang sebenarnya;
The signature and the name undersigned is mine;
- c) 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 declare in full belief that all of the information given is true and in accordance to the Statutory Act 1960 (revised 1969); and
- d) Maklumat yang tidak benar/mengelirukan boleh menyebabkan permohonan ini ditolak.
Any information found to be untrue or misleading in this application may result in the application to be rejected.



Cap Rasmi
Official Stamp

(Tandatangan Pemohon)
(Signature of Applicant)

Nama : _____
Name

No. Kad Pengenalan : _____
Identity Card No.

Tarikh : _____
Date

BORANG BPS I
FORM BPS I

Borang 5A
Form 5A

Sekolah Rendah/Menengah/Rendah Agama Islam/Menengah Agama Islam/Pendidikan Khas
Primary/Secondary/Islamic Primary/Islamic Secondary/Special Education School

Tandakan (✓) pada petak berkenaan
Tick (✓) the relevant box

| Bil. No. | Perkara Subject | Kenyataan Statement | |
|-------------|---|---|--------------------------|
| 1. | Kurikulum <i>Curriculum</i> | KSSR/KBSR <i>KSSR/KBSR</i> | <input type="checkbox"/> |
| | | KBSM <i>KBSM</i> | <input type="checkbox"/> |
| 2. | Program Tambahan <i>Additional Programme</i> | Pendidikan Agama Islam <i>Islamic Studies</i> | <input type="checkbox"/> |
| | | (Jabatan Agama Islam Negeri – JAIN) <i>(State Islamic Religious Department – JAIN)</i> | <input type="checkbox"/> |
| 3. | Pengkhususan Pendidikan Khas <i>Specialization</i> Contoh: <i>Example: Dyslexia, ADD, ADHD</i> | Nyatakan <i>Please state</i> | <input type="checkbox"/> |
| 4. | Aliran (KBSM) <i>Stream (KBSM)</i> | Sains <i>Science</i> | <input type="checkbox"/> |
| | | Sastera <i>Arts</i> | <input type="checkbox"/> |
| | | Teknikal <i>Technical</i> | <input type="checkbox"/> |
| | | Vokasional/Teknologi <i>Vocational/Technology</i> | <input type="checkbox"/> |
| | | Pendidikan Agama Islam <i>Islamic Studies</i> | <input type="checkbox"/> |
| 5. | Matapelajaran Kurikulum Kebangsaan dan Pendidikan Agama Islam <i>National Curriculum and Islamic Studies subject</i> | <u>MATA PELAJARAN TERAS:</u> <u>CORE SUBJECTS:</u> | |
| | | Bahasa Malaysia <i>National Language</i> | <input type="checkbox"/> |
| | | Bahasa Inggeris <i>English</i> | <input type="checkbox"/> |
| | | Matematik <i>Mathematic</i> | <input type="checkbox"/> |
| | | Sains <i>Science</i> | <input type="checkbox"/> |
| | | Pendidikan Agama Islam/Moral <i>Islamic/Moral Studies</i> | <input type="checkbox"/> |
| | | Sejarah/Kajian Tempatan <i>History/Local Studies</i> | <input type="checkbox"/> |

| | | | |
|--|--|---|--------------------------|
| | | Pendidikan Sivik dan Kewarganegaraan <i>Civic and Citizenship Studies</i> | <input type="checkbox"/> |
| | | <u>MATA PELAJARAN WAJIB:</u> <u>COMPULSORY SUBJECTS:</u> | |
| | | Pendidikan Jasmani dan Kesihatan <i>Health and Physical Education</i> | <input type="checkbox"/> |
| | | Kemahiran Hidup <i>Living Skill</i> | <input type="checkbox"/> |
| | | Pendidikan Seni <i>Arts Studies</i> | <input type="checkbox"/> |
| | | Pendidikan Muzik <i>Music</i> | <input type="checkbox"/> |
| | | Geografi <i>Geography</i> | <input type="checkbox"/> |
| | | <u>MATA PELAJARAN TAMBAHAN:</u> <u>ADDITIONAL SUBJECTS:</u> | |
| | | Mandarin <i>Mandarin</i> | <input type="checkbox"/> |
| | | Bahasa Tamil <i>Tamil</i> | <input type="checkbox"/> |
| | | Bahasa Arab (Komunikasi) <i>Arabic (Communication)</i> | <input type="checkbox"/> |
| | | Bahasa Pribumi <i>Indigenous</i> | <input type="checkbox"/> |
| | | <u>MATA PELAJARAN ELEKTIF:</u> <u>ELECTIVE SUBJECTS:</u> | |
| | | Kumpulan 1: Kemanusiaan, nyatakan <i>Group 1: Humanities, please state</i> | <input type="checkbox"/> |
| | | | |
| | | Kumpulan 2: Vokasional dan Teknologi, nyatakan <i>Group 2: Vocational and Technology, please state</i> | <input type="checkbox"/> |
| | | | |
| | | Kumpulan 3: Sains, nyatakan <i>Group 3: Sciences, please state</i> | <input type="checkbox"/> |
| | | | |
| | | Kumpulan 4: Pengajian Islam, nyatakan <i>Group 4: Islamic Studies, please state</i> | <input type="checkbox"/> |
| | | | |

| | | | |
|-----|--|---|--------------------------|
| | | AGAMA ISLAM (JAIN), nyatakan <i>Islamic (JAIN), please state</i> | <input type="checkbox"/> |
| | | | |
| 6. | Tahap dan tempoh pengajian <i>Level and duration of studies</i> | Tahun 1 – Tahun 6 (Tempoh 6 tahun) <i>Year 1 – Year 6 (6 years duration)</i> | <input type="checkbox"/> |
| | | Tingkatan 1 – Tingkatan 5 (Tempoh 5 tahun) <i>Form 1 – Form 5 (5 years duration)</i> | <input type="checkbox"/> |
| | | Tingkatan 1 – Tingkatan 6 (Tempoh 7 tahun) <i>Form 1 – Form 6 (7 years duration)</i> | <input type="checkbox"/> |
| | | Kelayakan masuk adalah mengikut kohort umur persekolahan Kementerian Pelajaran Malaysia <i>Admission is according to MOE's schooling age cohort</i> | |
| | | Kelayakan masuk bagi sekolah Pendidikan Khas adalah mengikut tahap pencapaian murid <i>Admission into Special Education school is according to pupil's achievement level</i> | |
| 7. | Persijilan <i>Certification</i> | Lembaga Peperiksaan Malaysia <i>Malaysian Examination Syndicate</i> | <input type="checkbox"/> |
| | | Majlis Peperiksaan Malaysia <i>Malaysian Examination Board</i> | <input type="checkbox"/> |
| | | Jabatan Agama Islam Negeri <i>State Islamic Religious Department</i> | <input type="checkbox"/> |
| | | Sijil Kehadiran <i>Attendance Certificate</i> | <input type="checkbox"/> |
| 8. | Nisbah Kelas: Murid <i>Class : Pupil Ratio</i> | Nyatakan <i>Please state</i> | <input type="checkbox"/> |
| | | | |
| 9. | Bahasa Pengantar <i>Medium of Instruction</i> | Bahasa Kebangsaan <i>National Language</i> | <input type="checkbox"/> |
| 10. | Kokurikulum yang dicadangkan (minimum 1 daripada setiap kategori) <i>Suggested Extra Co-Curricular Activities (minimum of 1 from each category)</i> | Kelab dan Persatuan, nyatakan <i>Clubs and Societies, please state</i> | <input type="checkbox"/> |
| | | | |
| | | Sukan dan Permainan, nyatakan <i>Games and Sports, please state</i> | <input type="checkbox"/> |
| | | | |
| | | Unit Beruniform, nyatakan <i>Uniformed Bodies, please state</i> | <input type="checkbox"/> |
| | | | |

Yuran
Fees

| | | | |
|----|--|---|--|
| 1. | <p>Yuran Asas <i>Basic Fees</i></p> <p>Pendaftaran (sekali sahaja) <i>Registration (once only)</i></p> <p>Deposit (sekali dan dikembalikan) <i>Deposit (once only and refundable)</i></p> <p>Yuran Pengajian (setahun) <i>Tuition Fees (annually)</i></p> | <p>RM</p> <p>RM</p> <p>RM</p> | <input type="text"/> <input type="text"/> <input type="text"/> |
| 2. | <p>Bayaran Tambahan, jika ada <i>Additional Fees, if any</i></p> <p>Yuran Komputer (setahun) <i>Computer Fees (annually)</i></p> <p>Yuran Makmal (setahun) <i>Laboratory Fees (annually)</i></p> <p>Yuran Perpustakaan (setahun) <i>Library Fees (annually)</i></p> <p>Yuran Kokurikulum (setahun) <i>Co-curricular Fees (annually)</i></p> <p>Makan Tengahari (setahun) <i>Lunch (annually)</i></p> <p>Insuran/Majalah/Pengangkutan/Buku (setahun) <i>Insurance/Magazine/Transportation/Books (annually)</i></p> <p>Lain-lain bayaran, nyatakan <i>Other fees, please state</i></p> <p>.....</p> | <p>RM</p> <p>RM</p> <p>RM</p> <p>RM</p> <p>RM</p> <p>RM</p> <p>RM</p> | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| 3. | <p>Asrama, jika ada <i>Boarding Fees, if any</i></p> <p>Bayaran Setahun <i>Annual Fee</i></p> <p>Deposit (sekali dan dikembalikan) <i>Deposit (once only and refundable)</i></p> <p>Makan (setahun) <i>Meals (annually)</i></p> <p>Lain-lain bayaran, nyatakan <i>Other fees, please state</i></p> <p>.....</p> | <p>RM</p> <p>RM</p> <p>RM</p> <p>RM</p> | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |

Sekolah Antarabangsa/Ekspatriat
International/Expatriate School

Tandakan x dalam petak berkenaan
Tick (x) the relevant box

| Bil. <i>No.</i> | Perkara <i>Subject</i> | Kenyataan <i>Statement</i> | | | |
|--------------------|---|--|--|---|--|
| 1. | Kurikulum <i>Curriculum</i> | | | | |
| 2. | Program Tambahan <i>Additional Programme</i> | | | | |
| 3. | Bidang <i>Field</i> | Sains <i>Sciences</i> | <input type="checkbox"/> | | |
| | | Sastera <i>Arts</i> | <input type="checkbox"/> | | |
| | | Teknikal <i>Technical</i> | <input type="checkbox"/> | | |
| | | Lain-lain, nyatakan <i>Others, please state</i> | <input type="checkbox"/> | | |
| | | | | | |
| 4. | Tahap dan tempoh pengajian <i>Level and duration of studies</i> | Tahap <i>Level</i> | Tempoh Pengajian <i>Duration of studies</i> | Umur <i>Age</i> | Tahap Pengajian <i>Level of studies</i> |
| | <div style="border: 1px solid black; padding: 5px; text-align: center;"> Sila rujuk contoh jadual di bawah <i>Please refer to the table below</i> </div> | | | | |
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| 5. | Peperiksaan dan Badan Persijilan <i>Examination and Certification Body</i> | Jenis Peperiksaan <i>Types of Examination</i> | | Badan Persijilan <i>Certification Body</i> | |
| | <div style="border: 1px solid black; padding: 5px; text-align: center;"> Sila rujuk contoh jadual di bawah <i>Please refer to the table below</i> </div> | | | | |
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| 6. | Nisbah <i>Ratio</i> | Kelas : Murid <i>Class : Pupils</i> | | Guru : Murid <i>Teacher : Pupils</i> | |
| | | | | | |

| | | | |
|----|--|---|--------------------------|
| 7. | Bahasa Pengantar <i>Medium of Instruction</i> | Bahasa Inggeris <i>English</i> | <input type="checkbox"/> |
| | | Lain-lain, nyatakan <i>Others, please state</i> | <input type="checkbox"/> |
| 8. | Kokurikulum yang dicadangkan (minimum 1 daripada setiap kategori) <i>Suggested Extra Co-Curricular Activities (minimum of 1 from each category)</i> | Kelab dan Persatuan, nyatakan <i>Clubs and Societies, please state</i> | <input type="checkbox"/> |
| | | Sukan dan Permainan, nyatakan <i>Games and Sports, please state</i> | <input type="checkbox"/> |
| | | Unit Beruniform, nyatakan <i>Uniformed Bodies, please state</i> | <input type="checkbox"/> |

| Contoh Jadual Tahap dan tempoh pengajian <i>Table of Level and duration of studies</i> | Tahap <i>Level</i> | Tempoh Pengajian (Tahun) <i>Duration</i> | Umur (Tahun) <i>Age (Years)</i> | Tahap Pengajian <i>Level of studies</i> |
|--|-----------------------|---|------------------------------------|--|
| | Prep 1 – 2 | 2 | 4 – 5 | Preparatory |
| | Year 1 – Year 6 | 6 | 6 – 11 | Primary |
| | Year 7 – Year 9 | 3 | 12 – 14 | Lower Sec. |
| | Year 10 – Year 11 | 2 | 15 – 16 | Upper Sec. |
| | Year 12 – Year 13 | 2 | 17 - 18 | Post Sec. |

| Contoh Jadual Peperiksaan dan Badan Persijilan <i>Table of Examination and Certification Body</i> | Jenis Peperiksaan <i>Types of Examination</i> | Badan Persijilan <i>Certification Body</i> |
|---|--|---|
| | IGCSE | Cambridge |
| | IGCSE | Edexcel |
| | GCE 'O' Level | Cambridge |
| | 'A' Level | Edexcel |
| | IB Diploma | IBO |

Yuran
Fees

| | | |
|----|--|-------------------------|
| 1. | Yuran Asas <i>Basic Fees</i> | |
| | Pendaftaran (sekali sahaja) <i>Registration (once only)</i> | RM <input type="text"/> |
| | Deposit (sekali dan dikembalikan) <i>Deposit (once only and refundable)</i> | RM <input type="text"/> |
| | Yuran Pengajian (setahun) <i>Tuition Fees (annually)</i> | RM <input type="text"/> |
| 2. | Bayaran Tambahan <i>Additional Fees</i> | |
| | Yuran Tahunan <i>Annual Fee</i> | RM <input type="text"/> |
| | Lain-lain bayaran, nyatakan <i>Other fees, please state</i> | RM <input type="text"/> |
| | | |

Pusat Bahasa/Latihan Komputer/Kemahiran/Vokasional/Teknikal
Language/Computer Training/Skill/Vocational/Technical Centre

Tandakan x dalam petak berkenaan
Tick (x) the relevant box

| Bil. <i>No.</i> | Perkara <i>Subject</i> | Kenyataan <i>Statement</i> |
|--------------------|---|--|
| 1. | Program <i>Programme</i> | Sendiri <i>Home Grown</i> <input type="checkbox"/> MoU <input type="checkbox"/> <i>Franchise/Licensing</i> <input type="checkbox"/> Lain-lain, nyatakan <i>Others, please state</i> <input type="checkbox"/> |
| 2. | Bidang <i>Field</i> | Bahasa <i>Language</i> <input type="checkbox"/> Latihan Komputer <i>Computer Training</i> <input type="checkbox"/> Kemahiran <i>Skill</i> <input type="checkbox"/> Vokasional <i>Vocational</i> <input type="checkbox"/> Teknikal <i>Technical</i> <input type="checkbox"/> |
| 3. | Nama Program (Program mestilah tidak melebihi daripada 10) <i>Name of Programme</i> (Courses must not exceed 10) | i. ii. iii. iv. v. Tempoh program tidak melebihi 3 bulan atau 300 jam <i>Duration of programme must not exceed 3 months or 300 contact hours</i> |
| 4. | Tahap Pengajian <i>Level of Studies</i> | Sijil Kehadiran <i>Certificate of Attendance</i> <input type="checkbox"/> Kelayakan masuk adalah mengikut tahap pencapaian <i>Admission is according to achievement level</i> <input type="checkbox"/> |
| 5. | Kelayakan masuk <i>Admission</i> | Nyatakan <i>Please state</i> <input type="checkbox"/> |

Yuran
Fees

| | | |
|--|----|----------------------|
| Pendaftaran (sekali sahaja) <i>Registration (once only)</i> | RM | <input type="text"/> |
| Deposit (sekali dan dikembalikan) <i>Deposit (once only and refundable)</i> | RM | <input type="text"/> |
| Yuran Pengajian (satu kursus) <i>Tuition Fee (per course)</i> | RM | <input type="text"/> |
| Lain-lain yuran, nyatakan <i>Other fees, please state</i> | RM | <input type="text"/> |
| | | |

Pusat Perkembangan Minda
Mind Enrichment Centre

Tandakan (✓) pada petak berkenaan
Tick (✓) the relevant box

| Bil. <i>No.</i> | Perkara <i>Subject</i> | Kenyataan <i>Statement</i> |
|--------------------|--|---|
| 1. | Program <i>Pogramme</i> | <p>Sendiri (telah mendapat Hak Cipta Terpelihara daripada Perbadanan Harta Intelekt <i>Home Grown (have obtained Intellectual Property Rights from MyIPO)</i> <input type="checkbox"/></p> <p>MoU, nyatakan <i>MoU, please state</i> <input type="checkbox"/></p> <p>.....</p> <p>Francaisi/<i>Licensing</i>, nyatakan <i>Franchising/Licencing, please state</i> <input type="checkbox"/></p> <p>.....</p> |
| 2. | Bidang <i>Field</i> | <p>Bahasa <i>Language</i> <input type="checkbox"/></p> <p>Matematik <i>Mathematics</i> <input type="checkbox"/></p> <p>Lain-lain, nyatakan <i>Others, please state</i> <input type="checkbox"/></p> <p>.....</p> |
| 3. | Tahap Pengajian <i>Level of Studies</i> | <p>4 tahun – 6 tahun <i>4 – 6 years old</i> <input type="checkbox"/></p> <p>7 tahun – 12 tahun <i>7 – 12 years old</i> <input type="checkbox"/></p> <p>13 tahun – 19 tahun <i>13 – 19 years old</i> <input type="checkbox"/></p> <p>Lain-lain, nyatakan <i>Others, please state</i> <input type="checkbox"/></p> <p>.....</p> <p>Maksimum pengajaran dan pembelajaran tidak lebih daripada 3 jam sehari <i>Maximum teaching and learning of 3 hours per day</i></p> |
| 4. | Kelayakan masuk <i>Admission</i> | <p>Nyatakan <i>Please state</i> <input type="checkbox"/></p> <p>.....</p> |

| | | | |
|-------|--|--|--------------------------|
| 5. | Persijilan <i>Certification</i> | Kepunyaan sendiri <i>Self owned</i> | <input type="checkbox"/> |
| | | Luaran, nyatakan <i>External, please state</i> | <input type="checkbox"/> |
| | | | |
| 6. | Nisbah Kelas: Murid <i>Class : Pupil Ratio</i> | Nyatakan <i>Please state</i> | <input type="checkbox"/> |
| | | | |
| 7. | Bahasa Pengantar <i>Medium of Instruction</i> | Bahasa Kebangsaan <i>National Language</i> | <input type="checkbox"/> |
| | | Bahasa Inggeris <i>English</i> | <input type="checkbox"/> |
| | | Mandarin <i>Mandarin</i> | <input type="checkbox"/> |
| | | Bahasa Tamil <i>Tamil</i> | <input type="checkbox"/> |
| | | Lain-lain, nyatakan <i>Others, please state</i> | <input type="checkbox"/> |
| | | | |

Yuran
Fees

| | | |
|--|----|----------------------|
| Pendaftaran (sekali sahaja) <i>Registration (once only)</i> | RM | <input type="text"/> |
| Deposit (sekali dan dikembalikan) <i>Deposit (once only and refundable)</i> | RM | <input type="text"/> |
| Yuran Pengajian (sila nyatakan secara terperinci) <i>Tuition Fee (please state in detail)</i> | RM | <input type="text"/> |
| Lain-lain yuran, nyatakan <i>Other fees, please state</i> | RM | <input type="text"/> |
| | | |

Pusat Bimbingan (Khusus untuk murid tanpa dokumen)
Guidance Centre (Specifically for non-documented pupils)

Tandakan (✓) pada petak berkenaan
Tick (✓) the relevant box

| Bil. <i>No.</i> | Perkara <i>Subject</i> | Kenyataan <i>Statement</i> |
|--------------------|-------------------------------------|---|
| 1. | Program <i>Programme</i> | Program berasaskan KSSR <i>Programme is based on KSSR</i> <input type="checkbox"/> Lain-lain, nyatakan <i>Others, please state</i> <input type="checkbox"/> |
| 2. | Bidang <i>Field</i> | Akademik <i>Academic</i> <input type="checkbox"/> Kemahiran <i>Skill</i> <input type="checkbox"/> Lain-lain, nyatakan <i>Others, please state</i> <input type="checkbox"/> |
| 3. | Matapelajaran <i>Subjects</i> | Bahasa Kebangsaan <i>National Curriculum</i> <input type="checkbox"/> Bahasa Inggeris <i>English</i> <input type="checkbox"/> Matematik <i>Mathematics</i> <input type="checkbox"/> Sains <i>Science</i> <input type="checkbox"/> Pendidikan Agama Islam/Moral <i>Islamic/Moral studies</i> <input type="checkbox"/> Sejarah/Kajian Tempatan <i>History/Local Studies</i> <input type="checkbox"/> Lain-lain, nyatakan <i>Others, please state</i> <input type="checkbox"/> |
| 4. | Kelayakan masuk <i>Admission</i> | Mengikut tahap pencapaian <i>According to the level of achievement</i> <input type="checkbox"/> Lain-lain, nyatakan <i>Others, please state</i> <input type="checkbox"/> |

BORANG BPS I
FORM BPS I

| | | | |
|----|--|--|--------------------------------|
| 5. | Persijilan <i>Certification</i> | Dalaman, nyatakan <i>Internal, please state</i> | <input type="checkbox"/> |
| 6. | Nisbah Kelas: Murid <i>Class : Pupil Ratio</i> | Nyatakan <i>Please state</i> | <input type="checkbox"/> |
| 7. | Bahasa pengantar <i>Medium of Instruction</i> | Bahasa Kebangsaan <i>National Language</i> | (wajib) <i>(Compulsory)</i> |
| | | Lain-lain, nyatakan <i>Others, please state</i> | <input type="checkbox"/> |

Yuran
Fees

| | | |
|--|----|----------------------|
| Pendaftaran (sekali sahaja) <i>Registration (once only)</i> | RM | <input type="text"/> |
| Deposit (sekali dan dikembalikan) <i>Deposit (once only and refundable)</i> | RM | <input type="text"/> |
| Yuran Pengajian <i>Tuition Fee</i> | RM | <input type="text"/> |
| Lain-lain yuran, nyatakan <i>Other fees, please state</i> | RM | <input type="text"/> |
| | | |

Tadika
Kindergarten

Tandakan (✓) pada petak berkenaan
Tick (✓) the relevant box

| Bil. <i>No.</i> | Perkara <i>Subject</i> | Kenyataan <i>Statement</i> | |
|--------------------|--|--|--|
| 1. | Kurikulum <i>Curriculum</i> | Kurikulum Standard Pra Sekolah Kebangsaan (KSPK) <i>Pre School Standard Curriculum</i> | wajib <i>compulsory</i> |
| 2. | Program tambahan, jika ada <i>Additional programme, if any</i> | <u>Program Franchise/Licensing</u> <u>Franchise/Licensing Programme</u> Nyatakan <i>Please state</i> | <input type="checkbox"/> <input type="checkbox"/> |
| 3. | Tahap Pengajian <i>Level of Studies</i> | Umur 4 tahun – 6 tahun <i>4 – 6 years old</i> Minimum pengajaran dan pembelajaran KSPK tidak kurang daripada 4 jam sehari <i>Minimum teaching and learning of 4 hours per day</i> Kelayakan masuk adalah mengikut kohort umur persekolahan Kementerian Pelajaran Malaysia <i>Admission is according to MOE's schooling age cohort</i> | <input type="checkbox"/> |
| 4. | Persijilan <i>Certification</i> | Kepunyaan sendiri <i>Self owned</i> Luaran, nyatakan <i>External, please state</i> | <input type="checkbox"/> <input type="checkbox"/> |
| 4. | Persijilan <i>Certification</i> | Dalam, nyatakan <i>Internal, please state</i> Luaran, nyatakan <i>External, please state</i> | <input type="checkbox"/> <input type="checkbox"/> |
| 5. | Nisbah Kelas: Murid <i>Class : Pupil Ratio</i> | Nyatakan <i>Please state</i> | <input type="checkbox"/> |
| 6. | Bahasa Pengantar <i>Medium of Instruction</i> | Bahasa Kebangsaan <i>National Language</i> Bahasa Inggeris <i>English</i> Mandarin <i>Mandarin</i> Bahasa Tamil <i>Tamil</i> Lain-lain, nyatakan <i>Others, please state</i> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

Yuran

Fees

| | | |
|--|----|----------------------|
| Pendaftaran (sekali sahaja) <i>Registration (once only)</i> | RM | <input type="text"/> |
| Deposit (sekali dan dikembalikan) <i>Deposit (once only and refundable)</i> | RM | <input type="text"/> |
| Yuran Pengajian (setahun) <i>Tuition Fee (annually)</i> | RM | <input type="text"/> |
| Makan (setahun) <i>Meals (annually)</i> | RM | <input type="text"/> |
| Pakaian seragam sekolah <i>Uniform</i> | RM | <input type="text"/> |
| Lain-lain yuran, nyatakan <i>Other fees, please state</i> | RM | <input type="text"/> |
| | | |

Pusat Tuisyen
Tuition Centre

Tandakan (√) pada petak berkenaan
Tick (√) the relevant box

| Bil. No. | Perkara Subject | Kenyataan Statement |
|--|---------------------------|---|
| 1. | Kurikulum Curriculum | KSSR/KBSR KSSR/KBSR <input type="checkbox"/> |
| | | KBSM KBSM <input type="checkbox"/> |
| 2. | Matapelajaran Subjects | Bahasa Kebangsaan National Curriculum <input type="checkbox"/> |
| | | Bahasa Inggeris English <input type="checkbox"/> |
| | | Matematik Mathematics <input type="checkbox"/> |
| | | Matematik Tambahan Additional Mathematics <input type="checkbox"/> |
| | | Sains Am General Science <input type="checkbox"/> |
| | | Biologi Biology <input type="checkbox"/> |
| | | Kimia Chemistry <input type="checkbox"/> |
| | | Fizik Physics <input type="checkbox"/> |
| | | Sejarah Subject <input type="checkbox"/> |
| | | Geografi Subject <input type="checkbox"/> |
| | | Mandarin Mandarin <input type="checkbox"/> |
| | | Bahasa Tamil Tamil <input type="checkbox"/> |
| | | Bahasa Arab Arabic <input type="checkbox"/> |
| Lain-lain, nyatakan Others, please state <input type="checkbox"/> | | |

| | | | |
|----|--|--|--------------------------|
| 3. | Tahap pengajian <i>Level of studies</i> | Tahun 1 – Tahun 6 <i>Year 1 – Year 6</i> | <input type="checkbox"/> |
| | | Tingkatan – Tingkatan 6 <i>Form 1 – Form 6</i> | <input type="checkbox"/> |
| 4. | Nisbah Kelas: Murid <i>Class : Pupil Ratio</i> | Nyatakan <i>Please state</i> | <input type="checkbox"/> |
| 5. | Bahasa pengantar <i>Medium of instruction</i> | Bahasa Kebangsaan <i>National Language</i> | <input type="checkbox"/> |
| | | Lain-lain, nyatakan <i>Others , please state</i> | <input type="checkbox"/> |

Yuran
Fees

| | | |
|--|----|----------------------|
| Pendaftaran (sekali sahaja) <i>Registration (once only)</i> | RM | <input type="text"/> |
| Deposit (sekali dan dikembalikan) <i>Deposit (once only and refundable)</i> | RM | <input type="text"/> |
| Yuran Pengajian <i>Tuition Fee</i> | RM | <input type="text"/> |
| Lain-lain yuran, nyatakan <i>Other fees, please state</i> | RM | <input type="text"/> |

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 yang telah lengkap diisi <i>Completed Form BPS 1</i> | |
| 2. | Salinan Kad Pengenalan/ Pasport Pemohon <i>A copy of Applicant's Identity Card or Passport</i> | |
| 3. | Salinan Sijil (SSM) atau Dokumen perniagaan/syarikat/pertubuhan/persatuan/yayasan/koperasi <i>A copy of Registration Certificate (CCM) or Approval Letter of business / company / organization/society/foundation/cooperative</i> | |
| 4. | Salinan Borang 24 dan Borang 49 Pendaftar Syarikat (yang disahkan oleh SSM) Salinan Borang A dan Borang B Pendaftar Perniagaan <i>A copy of Form 24 and Form 49 ROC</i> <i>A copy of Form A and Form B ROB</i> <u>Nota:</u> <i>Note</i> - 30% Ekuiti Bumiputra <i>30% Native's Equity</i> - Ekuiti luar Negara diantara 20% - 51% bergantung kepada Negara (FTA) <i>Foreign equity between 20% - 51% depending on countries (FTA)</i> | |
| 5. | Modal Berbayar (Minimum): Tadika dan Pusat Tuisyen: RM10,000.00 Semua Kategori Sekolah: RM100,000.00 IPS Lain-lain: RM50,000.00 <i>Paid-Up Capital (Minimum):</i> <i>Kindergarten and Tuition Centre: RM10,000.00</i> <i>All Categories of School: RM100,000.00</i> <i>Other PEI: RM50,000.00</i> | |
| 6. | Salinan Memorandum and Articles (M&A) <i>A copy of M&A</i> | |
| 7. | Salinan Laporan Kewangan Tahunan <i>A copy of Annual Financial Report</i> | |
| 8. | Salinan Minit Mesyuarat Agung (Pertubuhan/Persatuan/Yayasan/Koperasi) <i>A copy of Annual General Meeting (Organisation/Society/Foundation/Cooperative)</i> | |
| 9. | 3 nama IPS yang dicadangkan di dalam Bahasa Kebangsaan <i>Suggested 3 names for PEI in National Language</i> | |
| 10. | Surat Sokongan pihak Berkuasa Tempatan (Untuk kategori sekolah, pusat tuisyen dan tadika) <i>A copy of Supporting Letter from the relevant Local Authority/Council (For school, tuition centre and kindergarten category)</i> | |
| 11. | Bagi Tadika - Surat Persetujuan Jiran-Jiran terdekat <i>For Kindergartens – Consent letter from the neighbours</i> | |
| 12. | <u>Pengerusi Lembaga Pengelola</u> Maklumat diri (CV) Salinan Kad Pengenalan/Pasport Salinan Sijil/Diploma/Ijazah Surat lantikan | |
| | <u>Chairman of The Board of Governors</u> <u>Curriculum Vitae</u> <u>A copy of Identity Card/Passport</u> | |

| | | |
|-----|--|--|
| | <i>A copy of Certificate/Diploma/Degree</i> <i>Appointment Letter</i> | |
| 13. | <p><u>Lembaga Pengelola Institusi:</u> (Minimum 5 orang termasuk Pengerusi Lembaga Pengelola. Guru Besar/ Pengetua tidak boleh menjadi pengerusi atau ahli Lembaga Pengelola kerana beliau secara automatik bertindak sebagai setiausaha Lembaga Pengelola institusi berkenaan) Maklumat diri (CV) Salinan Kad Pengenalan/Pasport Salinan Sijil/Diploma/Ijazah</p> <p><u>Board of Governors:</u> (Minimum 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</p> | |
| 14. | <p><u>Guru Besar/Pengetua</u> Maklumat diri (CV) Salinan Kad Pengenalan/Pasport Salinan Sijil/Diploma/Ijazah</p> <p><u>Head Teacher/Principal</u> Curriculum Vitae A copy of Identity Card/Passport A copy of Certificate/Diploma/Degree</p> | |
| 15. | <p><u>Guru</u> Maklumat diri (CV) Salinan Kad Pengenalan/Pasport Salinan Sijil/Diploma/Pasport</p> <p><u>Teachers</u> Curriculum Vitae A copy of Identity Card/Passport A copy of Certificate/Diploma/Degree</p> | |
| 16. | <p>Draf Surat Cara Pengelolaan <i>A draft of Instrument of Governance</i></p> | |
| 17. | <p>Silibus <i>Syllabus</i></p> | |
| 18. | <p>Salinan surat perjanjian jual beli (jika premis milik sendiri) <i>A copy of sales and purchase agreement (if self ownership)</i></p> | |
| 19. | <p>Salinan surat perjanjian sewaan/pajakan (jika menyewa) <i>A copy of rental/lease agreement (if rental)</i></p> | |
| 20. | <p>Pelan lokasi <i>Location Plan</i></p> | |
| 21. | <p>Pelan lantai premis <i>Floor Plan</i></p> | |
| 22. | <p>Salinan pelan tapak (sekolah sahaja) <i>A copy of site plan (school only)</i></p> | |
| 23. | <p>Lukisan arkitek (sekolah sahaja) <i>Architect drawing (school only)</i></p> | |
| 24. | <p>Borang 5A/5B/5C/5D/5E/5F/5G <i>Form 5A/5B/5C/5D/5E/5F/5G</i></p> | |

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.*