



**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.

BORANG BPS VI

*Kementerian Pendidikan Malaysia, Bahagian Pendidikan Swasta, Aras 3, Blok E2,
Kompleks E, Pusat Pentadbiran Kerajaan Persekutuan, 62604 W. P. Putrajaya
Tel: 03 8884 9536/9571 Fax: 03 8888 6676*

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 <i>No</i>	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> <i>/Passport No.</i>		
	Ahli-Ahli/ <i>Members:</i>		
ii.	Nama/ <i>Name:</i> No. K.P/Pasport/ <i>Identification Card</i> <i>/Passport No.</i>		
iii.	Nama/ <i>Name:</i> No. K.P/Pasport/ <i>Identification Card</i> <i>/Passport No.</i>		
iv.	Nama/ <i>Name:</i> No. K.P/Pasport/ <i>Identification Card</i> <i>/Passport No.</i>		
v.	Nama/ <i>Name:</i> No. K.P/Pasport/ <i>Identification Card</i> <i>/Passport No.</i>		

BORANG BPS VI

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

Nama/ <i>Name</i>	
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>	

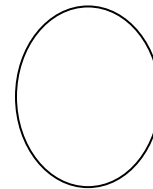
iii. Senaraikan kemudahan-kemudahan yang disediakan
List down the facilities provided

Bil. <i>No.</i>	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

SayaNo. 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