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

**UNIT PENDIDIKAN SWASTA**

**JABATAN PENDIDIKAN WILAYAH PERSEKUTUAN PUTRAJAYA**

**ARAS 7, BLOK E2, KOMPLEKS E**

**PUSAT PENTADBIRAN KERAJAAN PERSEKUTUAN**

**62604 PUTRAJAYA**

**Tel: 03-8889 0065**

PERINGATAN :

NOTE

* Permohonan yang TIDAK lengkap, tidak akan di proses

Incomplete application will not be processed

* 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.

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

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| BIL  No | JENIS  TYPE | TANDA  TICK  (√) |
| 1. | Tadika  Kindergarten |  |
| 2. | Pusat Tuisyen  Tuition Centre |  |
| 3. | Pusat Perkembangan Minda  Mind Enrichment Centre |  |
| 4. | Pusat Kemahiran  Skill Centre |  |
| 5. | Pusat Bahasa  Language Centre |  |
| 6. | Pusat Latihan  Training Centre |  |
| 7. | Pusat Komputer  Computer Centre |  |

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| BAHAGIAN B : MAKLUMAT PENGERUSI  SECTION B : CHAIRPERSON INFORMATION |

Butiran Pengerusi

Particulars of Chairperson

1. Nama pengerusi seperti di dalam Kad Pengenalan (KP)

Name of chairperson as in the Identity Card (IC)

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1. No. Kad Pengenalan

Identity Card No.

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1. Alamat surat-menyurat

Correspondence Address

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1. No. Telefon Bimbit

Mobile No.

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1. E-mel

E-mail

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| BAHAGIAN C : MAKLUMAT PERNIAGAAN  SECTION C: BUSINESS INFORMATION |

1. Entiti pemohonan

Type of entity

|  |  |  |
| --- | --- | --- |
| BIL  No | STATUS  STATUS | TANDA  TICK  (√) |
| 1. | Daftar Perniagaan:Tunggal  Business Registration: Sole Proprietor |  |  | Nota:  Note:  \*\* Bagi IPS kecuali tadika, pusat tuisyen  dan pusat perkembangan minda  (francaisi), pemohon hendaklah berstatus  Syarikat Sdn. Bhd., Syarikat Berhad,  Pertubuhan atau Yayasan sahaja.  \*\* For PEI except kindergarten, tuition centre and mind enrichment centre (franchisee),the status of the applicant must be that of Private Limited Company, Organisation or Foundation only. |
| 2. | Daftar Perniagaan: Perkongsian  Business Registration: Partnership |  |  |
| 3. | Syarikat Sdn. Bhd.  Private Limited Company |  |  |
| 4. | Syarikat Berhad  Limited Company |  |  |
| 5. | Pertubuhan/Persatuan  Organisation/Association |  |  |
| 6. | Yayasan/Koperasi  Foundation/Cooperative |  |  |

1. Nama pendaftaran perniagaan/syarikat/pertubuhan/persatuan/yayasan/koperasi

Name of registrar of business/company/organisation/society/foundation/cooperative

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1. Alamat berdaftar pendaftaran perniagaan/syarikat/pertubuhan/persatuan/yayasan/koperasi

Address of registrar of business/company/organisation/society/foundation/cooperative

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1. Alamat surat-menyurat pendaftaran perniagaan/syarikat/pertubuhan/persatuan/yayasan/koperasi

Correspondence Address of business/company/organisation/society/foundation/cooperative

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1. Tarikh didaftarkan

Registration Date

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| (hh)  (dd) | |  | (bb)  (mm) | |  | (tttt)  (yyyy) | | | |

1. No. Pendaftaran perniagaan/syarikat/pertubuhan/persatuan/yayasan/koperasi

Registration No. of registrar of business/company/organisation/society/foundation/cooperative

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1. Modal Dibenarkan (min RM10,000)

*Authorized capital*

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| BAHAGIAN D : MAKLUMAT INSTITUSI YANG AKAN DITUBUHKAN  SECTION D : INSTITUTION’S INFORMATION |

Maklumat Institusi

Particulars of Institution

1. Nama Institusi

Name of Institution

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|  |

1. Alamat Premis

Address of Premise

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1. Sesi Pembelajaran

Learning Session

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| --- | --- | --- | --- | --- | --- |
| Waktu  Time | Tanda  Tick (√ ) |  | Masa Pembelajaran  Learning Hours | | |
| Pagi  Morning |  |  | \_\_\_\_\_\_ | hingga  till | \_\_\_\_\_\_ |
| Petang  Evening |  |  | \_\_\_\_\_\_ | hingga  till | \_\_\_\_\_\_ |
| Malam  Night |  |  | \_\_\_\_\_\_ | hingga  till | \_\_\_\_\_\_ |

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| BAHAGIAN E : PENGURUSAN  SECTION E : MANAGEMENT |

Butiran Lembaga Pengelola

Particulars of Board of Governors

1. Butiran Lembaga Pengelola (LP)

(Minima 3 orang untuk Tadika/Pusat Tuisyen/Pusat Perkembangan Minda)

(Minima 5 orang untuk lain-lain)

Board of Governors (BoG) Details

(Minimum of 3 person for Kindergarten/Tuition Centre/Mind Enrichment Centre)

(Minimum of 5 person for others)

|  |  |  |
| --- | --- | --- |
| Bil | Nama Penuh / Full Name | No. K.P / NRIC |
| Pengerusi / Chairperson | | |
| 1 |  |  |
| Ahli-Ahli / Members | | |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

1. Butiran Guru Besar

Details Principal

1. Nama penuh mengikut Kad Pengenalan

Full name as in Identity Card

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1. No. Kad Pengenalan

Identity Card No.

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1. Kelulusan Akademik

Academic Qualification

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1. Pengalaman Dalam Bidang Pendidikan

Experience in the Field of Education

|  |  |  |  |
| --- | --- | --- | --- |
| Bil  No | Jawatan  Position | Tempoh  Duration |  |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

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| BAHAGIAN F : PREMIS DAN KEMUDAHAN  SECTION E : PREMISE AND AMENITIES |

1. Lokasi Premis

Location of Premise

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| --- | --- | --- |
| Bandar  Town |  |  |
| Luar Bandar  Rural |  |

1. Jenis Premis

Types of Premise

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

1. Pemilikan

Ownership

|  |  |
| --- | --- |
| Milik Sendiri  Self Own |  |
| Sewaan/Pajakan  Rent/Lease |  |

1. Sewaan

Rental

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sewaan Sebulan  Monthly Rental | R | M |  |  |  |  |  |  |  | . | 0 | 0 |

1. Luas Lantai Premis

Floor Area of Premise (length x width)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Luas Lantai Premis  Floor Area |  |  |  |  |  |  | x |  |  |  | Kaki feet |

1. Butiran Premis

Details of Premise

|  |  |  |  |
| --- | --- | --- | --- |
| Bil.  No. | Kemudahan Pengajaran &  Pembelajaran  Teaching & Learning Facilities | Bilangan Unit  No. of Units | Luas Lantai  (panjang x lebar)  Floor Area  (length x width) |
| 1 | Bilik Darjah  Classroom |  | contoh: BD 1 ( 9” x 9”)  BD 2 (10” X 14”) |
| 2 | Bilik Pentadbiran/Pejabat  Administration Room/Office |  |  |
| 3 | Bilik Guru Besar  Principal’s Room |  |  |
| 4 | Bilik Sakit  Sick Bay |  |  |
| 5 | Tandas Lelaki  Gents Toilet |  |  |
| 6 | Tandas Perempuan  Ladies Toilet |  |  |
| 7 | Tempat Makan/Kafeteria  Pantry/Cafeteria |  |  |
| 8 | Surau  Prayer Room (Muslim) |  |  |
| 9 | Kemudahan lain (nyatakan)  Other Facilities (please state) |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
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| 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:

1. 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;

1. Tandatangan yang diturunkan pada borang permohonan ini adalah nama dan tulisan tangan saya yang sebenarnya;

The signature and the name undersigned is mine;

1. 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

1. Maklumat yang tidak benar/mengelirukan boleh menyebabkan permohonan ini tidak dipertimbangkan.

Any information found to be untrue or misleading in this application may result in the application not to be given due consideration.

Cap Rasmi Official Stamp

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Tandatangan Pemohon)

(Signature of Applicant)

|  |  |  |
| --- | --- | --- |
| Nama  Name | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| No. Kad Pengenalan  Identification Card No. | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Tarikh  Date  PERHATIAN :  ATTENTION: | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Kemukakan borang asal yang telah **dicetak** berserta dengan  salinan dokumen sokongan, ditandatangani dan  dihantar kepada:  Submit a duly completed application form **(printed version)**  attached together with copies of supporting documents to the:  Ketua Penolong Pengarah Kanan  Senior Chief Assistant Director  Unit Pendidikan Swasta  Private Education Unit  Jabatan Pendidikan Negeri Johor  Johor State Education Department  Wisma Pendidikan  Jalan Tun Abdul Razak  80604 Johor Bahru  Johor |

Tadika

Kindergarten

|  |  |  |
| --- | --- | --- |
| Bil.  No. | Perkara  Subject | Kenyataan  Statement |
| 1 | Kurikulum  Curicullum | Kurikulum Standard Pra Sekolah Kebangsaan (KSPK) [ WAJIB ]  Pre School Standard Curicullum |
| 2 | Program tambahan, jika ada  Additional Programme, if any | Program Franchise/Licensing:  Franchise/Licencing Programme  Sila nyatakan  Please state  ...................................................................... |
| 3 | Tahap Pengajian  Level of Studies | Umur 4 tahun – 6 tahun  4 – 6 years old  Maksima pengajaran KSPK tidak kurang daripada 4 jam sehari  Maximum teaching of 4 hours per day  Kelayakan masuk adalah mengikut kohort umur persekolahan Kementerian Pelajaran Malaysia  Admission according to MOE’s schooling age cohort |
| 4 | Bahasa Pengantar  Medium of Instruction | Bahasa Kebangsaan  National Language  Bahasa Inggeris  English  Mandarin  Mandarin  Bahasa Tamil  Tamil |
| 5 | Yuran Asas  Basic Fees | |  |  | | --- | --- | | Pendaftaran (sekali sahaja)  Registration (once only) | RM | | Pengajian (sebulan)  Fees (monthly) | RM | | Lain-lain yuran  Other fees | RM | | RM | | RM | | RM | | RM | | RM | | RM | |

Pusat Tuisyen

Tuition Centre

|  |  |  |
| --- | --- | --- |
| Bil.  No. | Perkara  Subject | Kenyataan  Statement |
| 1 | Kurikulum  Curriculum | Kurikulum Kebangsaan:  National Curriculum  KSSR  KSSR  KSSM  KSSM |
| 2 | Bahasa pengantar  Medium of instruction | Bahasa Melayu  National Language |
| 3 | Yuran Asas  Basic Fees | |  |  | | --- | --- | | Pendaftaran (sekali sahaja)  Registration (once only) | RM | | Pengajian (sebulan/ per subjek)  Fees (monthly/ per subject) | RM | | Lain-lain yuran  Other fees | RM | | RM | | RM | | RM | | RM | | RM | | RM | |

Pusat Perkembangan Minda

Mind Enrichment Centre

|  |  |  |
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| Bil.  No. | Perkara  Subject | Kenyataan  Statement |
| 1 | Program  Pogramme | Nyatakan  Please state  ....................................................................... |
| 2 | Bidang  Field | Bahasa  Language  Matematik  Mathematics  Lain-lain, nyatakan  Others, please state  ........................................................................ |
| 3 | Tahap Pengajian  Level of Studies | 7 tahun – 12 tahun  7 – 12 years old  13 tahun – 19 tahun  13 – 19 years old  Maksima pengajaran tidak lebih daripada 3 jam sehari  Maximum teaching of 3 hours per day  Kelayakan masuk adalah mengikut tahap pencapaian  (placement test)  Admission according to achievement level (placement test) |
| 4 | Persijilan  Certification | Dalaman, nyatakan)  Internal, please state  Luaran, nyatakan  External, please state | |
| 5 | Bahasa Pengantar  Medium of Instruction | Bahasa Kebangsaan  National Language  Bahasa Inggeris  English  Mandarin  Mandarin  Bahasa Tamil  Tamil  Lain-lain, nyatakan  Others, please state  ........................................................................ | |

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| 6 | Yuran Asas  Basic Fees | |  |  |  | | --- | --- | --- | | Nama Program/Kursus  Program/Course Name | Tahap Pengajian  Level of Studies | Pengajian (sebulan/per program/kursus)  Fees (monthly/ per program/course) | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

Pusat Kemahiran / Bahasa / Latihan / Komputer

*Skill Based / Language / Training / Computer Centre*

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

*Tick (√) the relevant box*

|  |  |  |
| --- | --- | --- |
| Bil.  *No.* | Perkara  *Subject* | Kenyataan  *Statement* |
| 1. | Program  *Pogramme* | Sendiri  *Home Grown*  MoU  *Franchise/Licensing*  Lain-lain, nyatakan  *Others, please state*  ........................................................................ |
| 2. | Bidang  *Field* | Kemahiran  *Skill Based*  Bahasa  *Language*  Latihan  *Training*  Komputer  *Computer* |
| 3. | Nama Kursus  (Kursus mestilah tidak melebihi daripada 5)  *Course Name*  *(Courses must not exceed 5)* | 1. .......................................................................... 2. .......................................................................... 3. ......................................................................... 4. .......................................................................... 5. ..........................................................................   Tempoh kursus tidak melebihi 3 bulan atau 20 jam kredit  *Duration of course must not exceed 3 months or 20 credit hours* |
| 4. | Tahap Pengajian  *Level of Studies* | Sijil Kehadiran  *Certificate of Attendance*  Kelayakan masuk adalah mengikut tahap pencapaian  *Admission according to achievement level* |
| 5. | Persijilan  *Certification* | Dalaman, nyatakan  *Internal, please state*  ...............................................................................  Luaran, nyatakan  *External, please state*  ............................................................................... |
| 6. | Nisbah  Kelas: Murid  *Pupils: Class Ratio* | 1 : 15  1 : 20  1 : 25  1 : 30 |
| 7. | Bahasa Pengantar bagi Pusat Bahasa sahaja  *Medium of Instruction for Language Centres only* | Bahasa Kebangsaan  *National Language*  Bahasa Inggeris  *English*  Bahasa Arab  *Arabic*  Bahasa Belanda  *Dutch*  Mandarin  *Mandarin*  Bahasa Jerman  *German*  Bahasa Jepun  *Japanese*  Bahasa Korea  *Korean*  Bahasa Peranchis  *French*  Bahasa Russia  *Russian*  Bahasa Tamil  *Tamil*  Bahasa Thai  *Thai*  Lain-lain, nyatakan  *Others, please state*  .............................................................................. |
| 8. | Bahasa penghantar bagi Pusat Kemahiran / Pusat Bahasa / Pusat Latihan / Pusat Komputer  *Medium of Instruction for Skill Based Centre / Language Centre / Training Centre / Computer Centre only* | Bahasa Kebangsaan  *National Language*  Bahasa Inggeris  *English*  Lain-lain, nyatakan  *Others, please state*  .............................................................................. |
| 9. | Kerja Kursus  *Project Work* | Ada  *Inclusive*  Tiada  *Non Inclusive* |

**Yuran**

*Fees*

|  |  |
| --- | --- |
| 1. | **Yuran Asas**  *Basic Fees*  Pendaftaran (sekali sahaja) RM  *Registration (once only)*  Deposit (sekali dan dikembalikan) RM  *Deposit (once only and refundable)e)*  Pengajian (setahun) RM  *Tuition Fees (annually)*  Lain-lain yuran, nyatakan  *Other fees, please state*  ............................................................................................... RM  ............................................................................................... RM |