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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 DIPOHONSECTION A : CATEGORY OF PRIVATE EDUCATIONAL INSTITUTION (PEI) |

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| BILNo | JENISTYPE | TANDATICK(√) |
| 1. | Tadika Kindergarten |  |
| 2. | Pusat TuisyenTuition Centre |  |
| 3. | Pusat Perkembangan MindaMind Enrichment Centre |  |
| 4. | Pusat KemahiranSkill Centre |  |
| 5. | Pusat BahasaLanguage Centre |  |
| 6. | Pusat LatihanTraining Centre |  |
| 7. | Pusat KomputerComputer Centre |  |

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| BAHAGIAN B : MAKLUMAT PENGERUSISECTION 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 PERNIAGAANSECTION C: BUSINESS INFORMATION |

1. Entiti pemohonan

Type of entity

|  |  |  |
| --- | --- | --- |
| BILNo | STATUSSTATUS | TANDATICK(√) |
| 1. | Daftar Perniagaan:TunggalBusiness 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: PerkongsianBusiness Registration: Partnership |  |  |
| 3. | Syarikat Sdn. Bhd.Private Limited Company |  |  |
| 4. | Syarikat BerhadLimited Company |  |  |
| 5. | Pertubuhan/Persatuan Organisation/Association  |  |  |
| 6. | Yayasan/KoperasiFoundation/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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|  (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 DITUBUHKANSECTION D : INSTITUTION’S INFORMATION  |

Maklumat Institusi

Particulars of Institution

1. Nama Institusi

Name of Institution

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| --- |
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1. Alamat Premis

Address of Premise

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1. Sesi Pembelajaran

Learning Session

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| --- | --- | --- | --- |
| WaktuTime | TandaTick (√ ) |  | Masa PembelajaranLearning Hours |
| PagiMorning |  |  | \_\_\_\_\_\_ | hinggatill | \_\_\_\_\_\_ |
| PetangEvening |  |  | \_\_\_\_\_\_ | hinggatill | \_\_\_\_\_\_ |
| MalamNight |  |  | \_\_\_\_\_\_ | hinggatill | \_\_\_\_\_\_ |

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| BAHAGIAN E : PENGURUSANSECTION 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

|  |  |  |  |
| --- | --- | --- | --- |
| BilNo | JawatanPosition | TempohDuration |  |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

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| BAHAGIAN F : PREMIS DAN KEMUDAHANSECTION 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 RamaiCommunity/Multipurpose Hall |  |
| Bangunan Institusi PendidikanEducation 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-belahShopping Complex |  |  | Rumah IbadatHouse of Worship |  |
| Lain-lain: (Nyatakan)Others: (Please state) |

1. Pemilikan

Ownership

|  |  |
| --- | --- |
| Milik Sendiri Self Own |  |
| Sewaan/PajakanRent/Lease |  |

1. Sewaan

Rental

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sewaan SebulanMonthly Rental | R | M |  |  |  |  |  |  |  | . | 0 | 0 |

1. Luas Lantai Premis

Floor Area of Premise (length x width)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Luas Lantai PremisFloor Area |  |  |  |  |  |  | x |  |  |  | Kaki feet  |

1. Butiran Premis

 Details of Premise

|  |  |  |  |
| --- | --- | --- | --- |
| Bil.No. | Kemudahan Pengajaran &PembelajaranTeaching & Learning Facilities | Bilangan UnitNo. of Units | Luas Lantai(panjang x lebar)Floor Area(length x width) |
| 1 | Bilik DarjahClassroom |  | contoh: BD 1 ( 9” x 9”) BD 2 (10” X 14”) |
| 2 | Bilik Pentadbiran/PejabatAdministration Room/Office |  |  |
| 3 | Bilik Guru BesarPrincipal’s Room |  |  |
| 4 | Bilik SakitSick Bay |  |  |
| 5 | Tandas LelakiGents Toilet |  |  |
| 6 | Tandas PerempuanLadies Toilet |  |  |
| 7 | Tempat Makan/KafeteriaPantry/Cafeteria |  |  |
| 8 | SurauPrayer Room (Muslim) |  |  |
| 9 | Kemudahan lain (nyatakan)Other Facilities (please state) |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
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| BAHAGIAN I : PERAKUAN PEMOHONSECTION 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)

|  |  |  |
| --- | --- | --- |
| NamaName | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| No. Kad PengenalanIdentification Card No. | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| TarikhDatePERHATIAN :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 KananSenior Chief Assistant DirectorUnit Pendidikan SwastaPrivate Education UnitJabatan Pendidikan Negeri JohorJohor State Education DepartmentWisma PendidikanJalan Tun Abdul Razak80604 Johor BahruJohor |

Tadika

Kindergarten

|  |  |  |
| --- | --- | --- |
| Bil.No. | PerkaraSubject | KenyataanStatement |
| 1 | KurikulumCuricullum  | Kurikulum Standard Pra Sekolah Kebangsaan (KSPK) [ WAJIB ]Pre School Standard Curicullum  |
| 2 | Program tambahan, jika adaAdditional Programme, if any | Program Franchise/Licensing:Franchise/Licencing ProgrammeSila nyatakanPlease state...................................................................... |
| 3 | Tahap PengajianLevel of Studies | Umur 4 tahun – 6 tahun 4 – 6 years oldMaksima pengajaran KSPK tidak kurang daripada 4 jam sehariMaximum teaching of 4 hours per day Kelayakan masuk adalah mengikut kohort umur persekolahan Kementerian Pelajaran MalaysiaAdmission according to MOE’s schooling age cohort  |
| 4 | Bahasa PengantarMedium of Instruction | Bahasa KebangsaanNational LanguageBahasa InggerisEnglishMandarinMandarinBahasa TamilTamil |
| 5 | Yuran AsasBasic Fees  |

|  |  |
| --- | --- |
| Pendaftaran (sekali sahaja)Registration (once only) | RM |
| Pengajian (sebulan)Fees (monthly) | RM  |
| Lain-lain yuran Other fees | RM |
| RM |
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Pusat Tuisyen

Tuition Centre

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| Bil.No. | PerkaraSubject | KenyataanStatement |
| 1 | KurikulumCurriculum | Kurikulum Kebangsaan:National CurriculumKSSR KSSRKSSMKSSM |
| 2 | Bahasa pengantarMedium of instruction | Bahasa MelayuNational Language |
| 3 | Yuran AsasBasic Fees  |

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| Pendaftaran (sekali sahaja)Registration (once only) | RM |
| Pengajian (sebulan/ per subjek)Fees (monthly/ per subject) | RM  |
| Lain-lain yuran Other fees | RM |
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Pusat Perkembangan Minda

Mind Enrichment Centre

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| Bil.No. | PerkaraSubject | KenyataanStatement |
| 1 | ProgramPogramme | NyatakanPlease state....................................................................... |
| 2 | Bidang Field | BahasaLanguageMatematikMathematicsLain-lain, nyatakanOthers, please state........................................................................  |
| 3 | Tahap PengajianLevel of Studies  | 7 tahun – 12 tahun7 – 12 years old13 tahun – 19 tahun13 – 19 years oldMaksima pengajaran tidak lebih daripada 3 jam sehariMaximum teaching of 3 hours per day Kelayakan masuk adalah mengikut tahap pencapaian (placement test)Admission according to achievement level (placement test) |
| 4 | PersijilanCertification | Dalaman, nyatakan)Internal, please stateLuaran, nyatakanExternal, please state |
| 5 | Bahasa PengantarMedium of Instruction | Bahasa KebangsaanNational LanguageBahasa InggerisEnglishMandarinMandarinBahasa TamilTamilLain-lain, nyatakanOthers, please state........................................................................ |

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| 6 | Yuran AsasBasic Fees  |

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| --- | --- | --- |
| Nama Program/KursusProgram/Course Name | Tahap PengajianLevel of Studies  | Pengajian (sebulan/per program/kursus)Fees (monthly/ per program/course) |
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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 : 151 : 201 : 251 : 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 |