

**PERMOHONAN PERMIT PEKERJA / PERMIT PENGELOLA**

***APPLICATION FOR STAFF PERMIT / BOARD OF GOVERNORS PERMIT***

**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:**

***REMINDER:***

* Permohonan hendaklah dibuat oleh Pengerusi Lembaga Pengelola institusi berkenaan.

*Application is to be made by the Chairperson, Board of Governors of the institution.*

* Lengkapkan satu (1) salinan sahaja.

*Complete one (1) copy.*

* Semua maklumat perlu dilengkapkan. Permohonan yang tidak lengkap, akan ditolak.

*Complete all information. Incomplete application will be rejected.*

* Sertakan salinan Kad Pengenalan setiap pemohon.

*Attach a copy of identification card of all applicants.*

* Bilangan ALP -minima 3 orang (Tadika dan Pusat Tuisyen)

-minima 5 orang (PPM, Sekolah dan kategori Pelbagai Pusat lain)

*Number for BoG -minimum 3 person (Kindergartens and Tuition Centres)*

 *-minumum 5 person (Enrichment Centres, Schools and Other Centres)*

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| **BAHAGIAN A : MAKLUMAT INSTITUSI** |

 *PART A : PARTICULARS OF INSTITUTION*

Maklumat institusi:

*Particulars of institution:*

|  |  |
| --- | --- |
| Nama Institusi*Name of institution* |  |
| Alamat Institusi*Address of Institution* |  |
| No. Telefon Institusi*Institution’s Telephone No.* |  |
| No.Telefon Bimbit Pengerusi*Chairman’s Handphone No.* |  |
| Nombor Sijil Perakuan Pendaftaran Institusi*Institution’s Certificate Registration Number* |   |

**BAHAGIAN B : MAKLUMAT PEMOHON**

*PART B : PARTICULARS OF APPLICANT*

\*Isikan jawatan pemohon (Pengerusi / Ahli Lembaga Pengelola / Pekerja)

*\*Insert applicant’s post (Chairperson / Board of Governor / Staff)*

|  |  |  |
| --- | --- | --- |
| Bil*No* | Maklumat*Details* | Jawatan*Post* |
| 1 | Nama*Name* |  |  |
| No. Kad Pengenalan *Identification Card No.* |  |
| 2 | Nama*Name* |  |  |
| No. Kad Pengenalan *Identification Card No.* |  |
| 3 | Nama*Name* |  |  |
| No. Kad Pengenalan *Identification Card No.* |  |
| 4 | Nama*Name* |  |  |
| No. Kad Pengenalan *Identification Card No.* |  |
| 5 | Nama*Name* |  |  |
| No. Kad Pengenalan *Identification Card No.* |  |

- TAMAT -