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**PERMOHONAN PERTUKARAN GURU BESAR / PENGERUSI LEMBAGA PENGELOLA / AHLI LEMBAGA PENGELOLA / PEKERJA**

***APPLICATION FOR CHANGE OF PRINCIPAL / CHAIRPERSON OF BOARD OF GOVERNORS / MEMBERS OF BOARD OF GOVERNORS***

**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 only.*

* Lengkapkan satu (1) salinan sahaja.

*Complete one (1) copy only.*

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

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

* Sertakan salinan Kad Pengenalan dan Sijil Kelayakan Akademik bagi pertukaran Guru Besar.

*For a change of Principal, attach a copy of identification card and academic qualification(s).*

* Sertakan salinan Kad Pengenalan bagi pertukaran Ahli Lembaga Pengelola (ALP).

*For a change of Board of Governors (BoG), attach a copy of identification card.*

* Bilangan ALP hendaklah sekurang-kurangnya lima (3) orang dan Guru Besar adalah sebagai setiausaha kepada ALP tersebut.

*Minimum number for BoG has to be 3 person and the Principal acts as a secretary to the BoG (ex-officio).*

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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 Telephone No.* |  |
| No.Telefon Bimbit Pengerusi  *Chairman Handphone No.* |  |
| No. Sijil Perakuan Pendaftaran Institusi  *Institution Certificate Registration No.* |  |

**BAHAGIAN B : PERMOHONAN PERTUKARAN**

*PART B : PARTICULARS OF CHANGES*

1. Pertukaran Guru Besar / Pengetua

*Change of Principal / Head of Institution*

|  |  |  |
| --- | --- | --- |
| Maklumat  *Details* | Guru Besar/ Pengetua  Sedia Ada  *Existing Principal* | Guru Besar/ Pengetua  Baharu  *New Principal* |
| Nama  *Name* |  |  |
| No. Kad Pengenalan  *Identification Card No.* |  |  |
| Kelayakan Akademik  *Academic Qualification(s)* |  |  |
| Alamat Kediaman  *Residential Address* |  |  |
| No. Permit Mengajar  *Teaching Permit No.* |  |  |

1. Pertukaran Pengerusi Lembaga Pengelola

*Change of Chairperson Board of Governors*

|  |  |  |
| --- | --- | --- |
| Maklumat  *Details* | Pengerusi Sedia Ada  *Existing Chairperson* | Pengerusi Baharu  *New Chairperson* |
| Nama  *Name* |  |  |
| No. Kad Pengenalan  *Identification Card No.* |  |  |
| Alamat Kediaman  *Residential Address* |  |  |

1. Pertukaran / Penambahan Ahli Lembaga Pengelola

*Change of Board of Governors*

|  |  |  |  |
| --- | --- | --- | --- |
| No.  *Bil.* | Maklumat  *Details* | Ahli Lembaga Pengelola  **Sedia Ada**  *Existing Board of Governors* | Ahli Lembaga Pengelola  **Baharu**  *New Board of Governors* |
| 1 | Nama / *Name*  No. KP / *NRIC* |  |  |
| Alamat Kediaman  *Residential Address* |  |  |
| 2 | Nama / *Name*  No. KP / *NRIC* |  |  |
| Alamat Kediaman  *Residential Address* |  |  |
| 3 | Nama / *Name*  No. KP / *NRIC* |  |  |
| Alamat Kediaman  *Residential Address* |  |  |
| 4 | Nama / *Name*  No. KP / *NRIC* |  |  |
| Alamat Kediaman  *Residential Address* |  |  |
| 5 | Nama / *Name*  No. KP / *NRIC* |  |  |
| Alamat Kediaman  *Residential Address* |  |  |

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