A picture containing text, clipart

Description automatically generated

**PERMOHONAN PENGUBAHSUAIAN / PENAMBAHAN**

**/ PEMINDAHAN PREMIS**

***APPLICATION FOR RENOVATION / ADDITION / CHANGE OF PREMISE***

**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 completed by the Chaiperson, Board of Governors of the institution.*

* 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 Sijil Perakuan Pendaftaran institusi yang terkini termasuk Lampiran A dan B.

*Enclose the Institution Certificate of Registration together with Attachment A and B.*

**BAHAGIAN A : JENIS PERMOHONAN**

*PART A : TYPE OF APPLICATION*

|  |  |  |
| --- | --- | --- |
| **Bil.**  *No.* | **Jenis**  *Type* | **Tanda**  *Tick*  **( ✓ )** |
| 1. | Pengubahsuaian Bangunan Premis Sedia Ada  *Renovation of Existing Premise Building* |  |
| 2. | Penambahan Bangunan Premis  *Addition to Existing Premise Building* |  |
| 3. | Pemindahan Bangunan Premis  *Relocation of Premise Building* |  |

|  |
| --- |
| **BAHAGIAN B : MAKLUMAT INSTITUSI** |

*PART B : 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 C : MAKLUMAT PERUBAHAN PREMIS**

*PART C : PARTICULARS OF CHANGES*

**Nota Penting:**

**Bagi setiap jenis perubahan, pelan lantai perlu menunjukkan bilangan bilik darjah dan kemudahan pendidikan yang ada. Ukuran dalam kaki.**

***Important Note:***

***For all types of premise changes, the floor plan should indicate number of classrooms as well as education facilities provided. Measurement should be in feet.***

**1) Pengubahsuaian Bangunan Premis**

***Renovation of Existing Premise Building***

|  |  |
| --- | --- |
| Butiran Premis Sedia Ada  *Details of Existing Premise* | Butiran Pengubahsuaian Premis  *Details of Renovated Premise* |
| *contoh:*  *Bilik Darjah 1 : 6” x 7” (kaki)* | *contoh:*  *Bilik Darjah 1 : 10” x 10” (kaki)*  *Bilik Darjah 2 : 10” x 10” (kaki)* |
|  |  |
|  |  |
|  |  |
|  |  |

**2) Penambahan Bangunan Premis**

***Addition to Existing Premise Building***

|  |  |
| --- | --- |
| Alamat & Butiran Bangunan Premis Sedia Ada  *Address & Details of Existing Premise Building* | Alamat & Butiran Tambahan Bangunan Premis  *Address & Details of Additional Premise Building* |
| *contoh:*  *No. G-01 Jalan Bestari 2* | *contoh:*  *No. G-01 & G-02 Jalan Bestari 2* |
|  |  |
|  |  |
|  |  |

**3) Pemindahan Bangunan Premis**

***Relocation of Existing Premise Building***

|  |  |
| --- | --- |
| Alamat & Butiran Bangunan Premis Sedia Ada  *Address & Details of Existing Premise Building* | Alamat & Butiran Bangunan Premis Baharu Premis  *Address & Details of New Premise Building* |
| *contoh:*  *No. G-01, Jalan Bestari 2* | *contoh:*  *No. 6, Jalan Mawar* |
|  |  |
|  |  |
|  |  |

-TAMAT-