

**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-