

PERMOHONAN PENUBUHAN INSTITUSI PENDIDIKAN SWASTA (IPS)
*APPLICATION FOR THE ESTABLISHMENT OF PRIVATE
EDUCATIONAL INSTITUTION (PEI)*

KEMENTERIAN PENDIDIKAN MALAYSIA
MINISTRY OF EDUCATION MALAYSIA
BAHAGIAN PENDIDIKAN SWASTA
PRIVATE EDUCATION MALAYSIA
ARAS 3, BLOK E2, KOMPLEKS E
PUSAT PENTADBIRAN KERAJAAN PERSEKUTUAN
62604 W.P. PUTRAJAYA
Tel: 03-8884 9536 Fax: 03-8888 6676

PERINGATAN :
REMINDER

- Permohonan yang **TIDAK** lengkap, tidak akan di proses
Incomplete application will not be processed
- Pemohon **TIDAK** perlu mengemukakan bukti:
Applicant need not have to submit proof of:
 - Pembelian/sewaan tanah/premis; dan
Purchase/lease of land/premise
 - Membuat sebarang pengubahsuaian premis
Renovation done
- Rujuk senarai semak yang dilampirkan
Please refer to the checklist attached
- 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

BAHAGIAN A : KATEGORI INSTITUSI PENDIDIKAN SWASTA (IPS) YANG DIPOHON
SECTION A : CATEGORY OF PRIVATE EDUCATIONAL INSTITUTION (PEI)

| BIL No | JENIS TYPE | TANDA TICK (√) | BIL No | JENIS TYPE | TANDA TICK (√) |
|-------------------|---|-------------------------------|-------------------|--|-------------------------------|
| 1. | Sekolah Rendah <i>Primary School</i> | | 6. | Sekolah Ekspatriat <i>Expatriate School</i> | |
| 2. | Sekolah Menengah <i>Secondary School</i> | | 7. | Sekolah Pendidikan Khas <i>Special Education School</i> | |
| 3. | Sekolah Rendah Agama Islam <i>Islamic Primary School</i> | | 8. | Pusat Perkembangan Minda <i>Mind Enrichment Centre</i> | |
| 4. | Sekolah Menengah Agama Islam <i>Islamic Secondary School</i> | | 9. | Pusat Tuisyen <i>Tuition Centre</i> | |
| 5. | Sekolah Antarabangsa <i>International School</i> | | 10. | Prasekolah Swasta <i>Private Preschool</i> | |

Tandakan (√) pada petak berkenaan. Satu permohonan bagi SATU kategori institusi sahaja
Tick (√) the relevant box. One application for each category

- e) Tarikh didaftarkan
Registration date

| | | | | | | | | | |
|------|--|------|--|--------|--|--|--|--|--|
| | | | | | | | | | |
| (hh) | | (bb) | | (yyyy) | | | | | |
| (dd) | | (mm) | | (yyyy) | | | | | |

- f) No. Pendaftaran perniagaan/syarikat/pertubuhan/persatuan/yayasan/koperasi
Registration No. of registrar of business/company/organisation/society/foundation/cooperative

| | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|

Sertakan salinan Sijil Pendaftaran perniagaan/syarikat/pertubuhan/persatuan/yayasan/koperasi
Attach a copy of Registration Certificate of business / company / organisation / society / foundation / cooperative

- g) Modal Dibenarkan
Authorized capital

| | | | | | | | | | | | | |
|---|---|--|--|--|--|--|--|--|--|---|---|---|
| R | M | | | | | | | | | . | 0 | 0 |
|---|---|--|--|--|--|--|--|--|--|---|---|---|

- h) Modal Berbayar
Paid-up capital

| | | | | | | | | | | | | |
|---|---|--|--|--|--|--|--|--|--|---|---|---|
| R | M | | | | | | | | | . | 0 | 0 |
|---|---|--|--|--|--|--|--|--|--|---|---|---|

Sertakan salinan Borang 24 Akta Syarikat 1965 dan Laporan Kewangan yang diaudit
Include a copy of Form 24 of Company Act 1965 and latest audited financial report

- i) Pemegang Saham
Shareholders

| Bil. No. | Nama Penuh Full Name | Warganegara Nationality | Bangsa Race | Saham Share | |
|-------------|--|----------------------------|----------------|---------------------|---------------------------|
| | | | | Amaun(RM) Amount | Peratus (%) Percentage |
| 1. | Nama/Name: No. K.P/Pasport: <i>I.C/Passport No</i> | | | | |
| 2. | Nama/Name: No. K.P/Pasport: <i>I.C/Passport No</i> | | | | |
| 3. | Nama/Name: No. K.P/Pasport: <i>I.C/Passport No</i> | | | | |

Sertakan kertas berasingan jika ruang yang disediakan tidak mencukupi
Attach a separate paper if space provided is not enough

- j) Lembaga Pengarah Syarikat
Company's Board of Directors

| Bil. No. | Nama Penuh Full Name | Warganegara Nationality | Profesion Profession |
|-------------|--|----------------------------|-------------------------|
| 1. | Nama/Name: No. K.P/Pasport: <i>I.C/Passport No</i> | | |
| 2. | Nama/Name: No. K.P/Pasport: <i>I.C/Passport No</i> | | |
| 3. | Nama/Name: No. K.P/Pasport: <i>I.C/Passport No</i> | | |

Sertakan salinan M&A dan Borang 49 Akta Syarikat 1965
Include a copy of the M & A and Form 49 of the Company's Act 1965

- k) Senarai Ahli Jawatankuasa (**Jika pertubuhan/persatuan/yayasan/koperasi**)
List of Committee Members (if organisation/society/foundation/cooperative)

| Bil. <i>No.</i> | Nama Penuh Warganegara <i>Full Name Nationality</i> | Alamat <i>Address</i> | Profesion <i>Profession</i> | Jawatan Disandang Dalam Pertubuhan/Persatuan /Yayasan/Koperasi <i>Position Held in Organisation / Society / Foundation / Cooperative</i> |
|--------------------|--|--------------------------|--------------------------------|--|
| 1. | Nama/ <i>Name:</i> No. K.P/Pasport: <i>I.C/Passport No</i> | | | |
| 2. | Nama/ <i>Name:</i> No. K.P/Pasport: <i>I.C/Passport No</i> | | | |
| 3. | Nama/ <i>Name:</i> No. K.P/Pasport: <i>I.C/Passport No</i> | | | |

Sertakan kertas berasingan jika ruang yang disediakan tidak mencukupi
Attach a separate paper if space provided is not enough

| |
|---|
| BAHAGIAN D : MAKLUMAT INSTITUSI PENDIDIKAN YANG AKAN DITUBUHKAN <i>SECTION D : EDUCATIONAL INSTITUTION'S INFORMATION</i> |
|---|

1. Maklumat Institusi Pendidikan
Particulars of Educational Institution

- a) Nama Prasekolah/Pusat Tuisyen
Names of Preschool/Tuition Centre

| | |
|----|--|
| 1. | |
|----|--|

- b) Sesi Pembelajaran
Learning Session

| | | |
|-------|-------------|-------|
| _____ | hingga | _____ |
| | <i>till</i> | |
| _____ | hingga | _____ |
| | <i>till</i> | |
| _____ | hingga | _____ |
| | <i>till</i> | |

Nyatakan masa pembelajaran
State the learning hours

- c) Bahasa Pengantar
Medium of Instruction

| | | |
|----|---|--|
| 1. | Bahasa Kebangsaan <i>National Language</i> | |
| 2. | Bahasa Inggeris <i>English Language</i> | |
| 3. | Lain-lain, nyatakan <i>Others, please state</i> | |

Tandakan (✓) pada petak berkaitan
Tick (✓) the relevant box

b) No. Kad Pengenalan
Identity Card No.

Lama Baru - -

Old *New*

c) No. Pasport
Passport No.

| | | | | | | | | | | | | | | | | | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|

Sertakan salinan kad pengenalan/pasport yang disahkan
Attach certified copy of Identity Card/Passport

d) Warganegara
Citizenship

| |
|----------------------|
| <input type="text"/> |
|----------------------|

e) Kelulusan Akademik
Academic Qualification

| |
|----------------------|
| <input type="text"/> |
|----------------------|

Sertakan salinan sijil-sijil yang disahkan
Attach certified copies of certificates

f) Kelulusan Ikhtisas
Professional Qualification

| |
|----------------------|
| <input type="text"/> |
|----------------------|

g) Pengalaman Dalam Bidang Pendidikan
Experience in the Field of Education

| Bil <i>No</i> | Jawatan <i>Position</i> | Tempoh <i>Duration</i> |
|------------------|----------------------------|---------------------------|
| 1. | <input type="text"/> | <input type="text"/> |
| 2. | <input type="text"/> | <input type="text"/> |
| 3. | <input type="text"/> | <input type="text"/> |
| 4. | <input type="text"/> | <input type="text"/> |

j) Pengalaman Dalam Bidang Pengurusan
Experience in the Field of Management

| Bil <i>No</i> | Jawatan <i>Position</i> | Tempoh <i>Duration</i> |
|------------------|----------------------------|---------------------------|
| 1. | <input type="text"/> | <input type="text"/> |
| 2. | <input type="text"/> | <input type="text"/> |
| 3. | <input type="text"/> | <input type="text"/> |
| 4. | <input type="text"/> | <input type="text"/> |

3. **Suratcara Pengelolaan**
Instrument of Governance

- **Sertakan Suratcara Pengelolaan tersebut**
Attach a draft of the Instrument of Governance

BAHAGIAN F : PREMIS DAN KEMUDAHAN
SECTION F : PREMISE AND AMENITIES

1. Maklumat Premis
Information of Premise

a) Lokasi Premis
Location of Premise

| | | |
|----|-----------------------------|--|
| 1. | Bandar <i>Town</i> | |
| 2. | Luar Bandar <i>Rural</i> | |

b) Jenis Premis
Types of Premise

| | | | | | |
|----|---|--|----|--|--|
| 1. | Kampus <i>Campus</i> | | 5. | Balai raya/Dewan Orang Ramai <i>Community/Multipurpose Hall</i> | |
| 2. | Bangunan Institusi Pendidikan <i>Education Institutional Building</i> | | 6. | Rumah Kedai <i>Shop lot</i> | |
| 3. | Kompleks Pejabat (selain Sekolah dan Tadika) <i>Office Complex (other than school & Kindergarten)</i> | | 7. | Rumah kediaman (Tadika Sahaja) <i>Landed Residential Property (for Kindergarten only)</i> | |
| 4. | Kompleks Membeli-belah <i>Shopping Complex</i> | | 8. | Rumah Ibadat <i>House of Worship</i> | |

c) Luas Bilik Darjah
Premise Area

| | | | |
|---------|--|---------|--|
| Bilik 1 | | Bilik 5 | |
| Bilik 2 | | Bilik 6 | |
| Bilik 3 | | Bilik 7 | |
| Bilik 4 | | Bilik 8 | |

d) Butiran Premis:
Details of Premise:

| Bil. <i>No.</i> | Kemudahan Pengajaran dan Pembelajaran <i>Teaching and Learning Facilities</i> | Bilangan Unit <i>No. of Units</i> |
|--------------------|--|--------------------------------------|
| 1. | Bilik Pentadbiran/Pejabat <i>Administration Room/Office</i> | |
| 2. | Bilik Guru Besar/Pengetua <i>Head of School/Principal's Rppm</i> | |
| 3. | Bilik Guru <i>Teacher's Room</i> | |
| 4. | Bilik Darjah/Tutorial <i>Classroom /Tutorial</i> | |
| 5. | Perpustakaan <i>Library</i> | |

| | | |
|-----|---|--|
| 5. | Tapak Permainan <i>Playground</i> | |
| 6. | Bilik Sakit <i>Sick Bay</i> | |
| 7. | Tandas Lelaki <i>Gens Toilet</i> | |
| 8. | Tandas Perempuan <i>Ladies Toilet</i> | |
| 9. | Ruang Makan/Minum <i>Pantry</i> | |
| 10. | Kemudahan lain, nyatakan <i>Other facilities, please state</i> | |
| | 1. | |
| | 2. | |
| | 3. | |

| |
|---|
| BAHAGIAN G : KURIKULUM <i>SECTION G : CURRICULUM</i> |
|---|

1. Kurikulum dan Yuran
Curriculum and Fee Structure

Tandakan (✓) pada petak berkenaan
Tick (✓) the relevant box

| Bil. <i>No.</i> | Perkara <i>Subject</i> | Kenyataan <i>Statement</i> | <input type="checkbox"/> |
|--------------------|--|---|--------------------------|
| 1. | Program <i>Pogramme</i> | Sendiri (telah mendapat Hak Cipta Terpelihara daripada Perbadanan Harta Intelek <i>Home Grown (have obtained Intellectual Property Rights from MyIPO)</i> | <input type="checkbox"/> |
| | | MoU, nyatakan <i>MoU, please state</i> | <input type="checkbox"/> |
| | | | |
| | | Francaisi/ <i>Licensing</i> , nyatakan <i>Franchising/Licencing, please state</i> | <input type="checkbox"/> |
| | | | |
| 2. | Tahap Pengajian <i>Level of Studies</i> | 4 tahun – 6 tahun <i>4 – 6 years old</i> | <input type="checkbox"/> |
| 3. | Nisbah Kelas: Murid <i>Class : Pupil Ratio</i> | Nyatakan <i>Please state</i> | <input type="checkbox"/> |
| | | | |

| | | | |
|----|--|--|--------------------------|
| 4. | Bahasa Pengantar <i>Medium of Instruction</i> | Bahasa Kebangsaan <i>National Language</i> | <input type="checkbox"/> |
| | | Bahasa Inggeris <i>English</i> | <input type="checkbox"/> |
| | | Mandarin <i>Mandarin</i> | <input type="checkbox"/> |
| | | Bahasa Tamil <i>Tamil</i> | <input type="checkbox"/> |
| | | Lain-lain, nyatakan <i>Others, please state</i> | <input type="checkbox"/> |
| | | | |

Yuran
Fees

| | | | |
|----|--|----|----------------------|
| 1. | Yuran Asas <i>Basic Fees</i> | | |
| | Pendaftaran (sekali sahaja) <i>Registration (once only)</i> | RM | <input type="text"/> |
| | Deposit (sekali dan dikembalikan) <i>Deposit (once only and refundable)</i> | RM | <input type="text"/> |
| | Yuran Pengajian (setahun) <i>Tuition Fees (annually)</i> | RM | <input type="text"/> |
| | Lain-lain bayaran, nyatakan <i>Other fees, please state</i> | RM | <input type="text"/> |

BAHAGIAN I : PERAKUAN PEMOHON
SECTION I : DECLARATION BY APPLICANT

Saya: _____ No. Kad Pengenalan: _____
(Nama pemohon dengan huruf besar) *Identification Card No.*
(Applicant's name in block letters)

Dengan sesungguhnya mengaku bahawa:
Hereby, declare that:

- a) Pernyataan-pernyataan yang terkandung dalam borang permohonan ini dan dokumen-dokumen yang dikepikan 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;
- b) Tandatangan yang diturunkan pada borang permohonan ini adalah nama dan tulisan tangan saya yang sebenarnya;
The signature and the name undersigned is mine;
- c) 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
- d) Maklumat yang tidak benar/mengelirukan boleh menyebabkan permohonan ini ditolak.
Any information found to be untrue or misleading in this application may result in the application to be rejected.

(Tandatangan Pemohon)
(Signature of Applicant)

