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| **PERMOHONAN PENGUBAHSUAIAN/ PENAMBAHAN****/ PEMINDAHAN PREMIS*****APPLICATION FOR RENOVATION/ADDITION/CHANGE OF PREMISE*** |
|  |

**KEMENTERIAN PENDIDIKAN MALAYSIA**

*MINISTRY OF EDUCATION MALAYSIA*

**BAHAGIAN PENDIDIKAN SWASTA**

*PRIVATE EDUCATION DIVISION*

**ARAS 3, BLOK E2, KOMPLEKS E**

**PUSAT PENTADBIRAN KERAJAAN PERSEKUTUAN**

**62604 W.P. PUTRAJAYA**

*Tel: 03-8884 9536/9571 Faks: 03-8888 6676*

**PERINGATAN:**

***REMINDER:***

* Permohonan hendaklah dibuat oleh Pengerusi Lembaga Pengelola/Pengetua/Guru Besar institusi berkenaan.

*Application is to be completed by the Chairman,Board of Governors/Principal/Head Teacher of the institution only.*

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

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

**BAHAGIAN A : JENIS PERMOHONAN**

*PART A : TYPES OF APPLICATION*

|  |  |  |
| --- | --- | --- |
| **Bil** *No.* | **Jenis***Types* | **Tanda** *Tick***( ✓ )** |
| 1. | Pengubahsuaian Premis*Renovation Of Premise* |  |
| 2. | Penambahan Premis***Addition Of Premise*** |  |
| 3. | Pemindahan Premis***Change Of Premise*** |  |

Tandakan (✓) pada petak berkenaan. Satu permohonan bagi SATU kategori institusi sahaja.

Tick (✓) the relevant box. One application for each category.

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| **BAHAGIAN B : MAKLUMAT INSTITUSI** |

*PART B : PARTICULARS OF INSTITUTION*

1. Maklumat institusi:

*Particulars of institution:*

|  |  |
| --- | --- |
| Nama institusi*Name of institution* |  |
| Alamat sedia ada institusi*Existing address of institution* |  |
| Alamat baharu institusi*New address of institution* |  |
| No. Telefon*Telephone No.* |  |
| No.Faks*Faks No.* |  |
| No.Telefon Bimbit*Handphone No.* |  |
| E-mel*E-mail* |  |
| No. Perakuan Pendaftaran:*Certificate Registration No.* |   |

**BAHAGIAN C : MAKLUMAT PENGURUSAN**

*PART C : PARTICULARS OF MANAGEMENT*

1. Butiran Ahli Lembaga Pengelola (ALP)

*Board of Governors (BoG) Details*

|  |  |  |  |
| --- | --- | --- | --- |
| Bil*No* | Nama Penuh*Full Name* | Warganegara*Citizenship* | Profesion *Profession* |

|  |  |
| --- | --- |
|  | Pengerusi/*Chairman:* |
| i. | Nama/*Name:*No. K.P/Pasport/*Identification Card /Passport No.* |  |  |
|  | Ahli-Ahli/*Members:* |
| ii. | Nama/*Name:*No. K.P/Pasport/*Identification Card /Passport No.* |  |  |
| iii. | Nama/*Name:*No. K.P/Pasport/*Identification Card /Passport No*. |  |  |
| iv. | Nama/*Name:*No. K.P/Pasport/*Identification Card /Passport No.* |  |  |
| v. | Nama/*Name:*No. K.P/Pasport/*Identification Card /Passport No.* |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Maklumat Pengetua/Guru Besar

*Particulars of Principal/Head Teacher*

|  |  |
| --- | --- |
| Nama/*Name* |  |
| No. Kad Pengenalan/Pasport *Identification Card/Passport No.* |  |
| No. Permit Mengajar*Teaching Permit No.*  |  |

1. Justifikasi permohonan

*Justification*

|  |  |
| --- | --- |
| i. | .............................................................................................................................................................................................................................................................................................................. |
| ii. | .............................................................................................................................................................................................................................................................................................................. |
| iii. | .............................................................................................................................................................................................................................................................................................................. |
| iv. | .............................................................................................................................................................................................................................................................................................................. |

**BAHAGIAN D : MAKLUMAT UBAHSUAI/TAMBAH PREMIS/PINDAH PREMIS***Part D : Particulars of Renovation/Addition/Change of premise* |

5. Maklumat premis baharu:

 *Particulars of new premise*

1. Pemilikan

*Ownership*

|  |  |
| --- | --- |
| Milik Sendiri *Self Own* |  |
| Sewaan/Pajakan*Rent/Lease* |  |

Tanda (✓) pada petak berkenaan. Sertakan salinan surat Perjanjian Jual Beli/Perjanjian Sewaan/Surat Perakuan Sewaan Premis/Surat Tawaran Sewaan/Surat Pajakan

*Tick (✓) the relevant box. Attach a copy of Sales and Purchase/Rental Agreement/Letter of Acknowlegdement on Rental of Premise/Offer letter of intent to rent/Letter to Lease.*

1. Maklumat lain:

*Other information*

|  |  |  |
| --- | --- | --- |
| a. | Jenis bangunan*Types of building* |  |
| b. | Luas tapak kawasan*Land Area* |  |
| c. | Luas lantai premis*Floor Area* |  |
| d. | Sewaan sebulan atau harga pembelian*Monthly Rentalor purchase price* |  |
| e. | Surat kelulusan/sokongan Pihak Berkuasa Tempatan*Approval/Support letter from the Local Council/Government* |  |

1. Senaraikan kemudahan-kemudahan yang disediakan

*List down the facilities provided*

|  |  |  |
| --- | --- | --- |
| Bil.*No.* | Kemudahan Pengajaran dan Pembelajaran*Teaching and Learning Facilities* | Bilangan Unit*No. of units* |
| a. |  |  |
| b. |  |  |
| c. |  |  |
| d. |  |  |
| e. |  |  |
| f. |  |  |

**BAHAGIAN E : PERAKUAN PEMOHON**

*PART E : DECLARATION BY APPLICANT*

Saya ……………………………………No. K.P/Pasport: ……...……………....selaku Pengerusi Lembaga Pengelola/Pengetua/Guru Besar dengan sesungguhnya mengaku bahawa 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,................................................................IC/Passport No .................:.. Chairman,Board of Governors/ Principal/ Head Teacher hereby declare that my declaration is in accordance to the Statutory Declaration Act 1960 (revised 1969); and*

Maklumat yang tidak benar/mengelirukan boleh menyebabkan permohonan ini ditolak.

*Any wrong/misleading information may caused the application to be rejected.*

 Cap Rasmi *Official Stamp*

.................................................

 *(Tandatangan)*

 *(Signature)*

|  |  |  |
| --- | --- | --- |
| Nama*Name* | : | ................................................................................ |
| No. KP/Pasport*Identification Card/**Passport No.* | *:* | *.................................................................................* |
| Tarikh*Date* | *:* | *.................................................................................* |