

董事部及家教协会条例
1997 年教育
(教育机构的注册) 条例

EDUCATION ACT 1996

EDUCATION (REGISTRATION OF EDUCATION INSTITUTIONS)
REGULATIONS 1997
ARRANGEMENT OF REGULATIONS

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EDUCATION ACT 1996

EDUCATION(REGISTRATION OF EDUCATION INSTITUTIONS) REGULATIONS 1997

In exercise of the powers conferred by section 130 of the Education Act 1996, the Minister makes the following regulations:

Short title, commencement and non-application

1. (1) These regulations may be cited as the Education(Registration of Educational Institutions) Regulations 1997.
- (2) These Regulations shall come into force on 1 January 1998.
- (3) These Regulations shall not apply to kindergardens.
- (4) Regulations 3,7,9,12,13,14,16,19,20 and the Eighth Schedule shall not apply to government schools and government-aided schools.

Interpretation

2. In these Regulations, unless the context otherwise requires-

"advertisement" means the disseminating or conveying of information, invitation or solicitation by any means or in any form, including by means of-

- (a) publication in a newspaper, magazine, journal or other periodical;
- (b) display of poster or notices;
- (c) circulars, handbills, brochures, pamphlets, books or other documents;
- (d) letters addressed to individuals or bodies;
- (e) photographs or cinematograph films; and
- (f) sound broadcasting, television or other electronic media;

"certificate of registration" means a certificate of registration issued under regulation 9 as provided in section 82 of the Act;

"certificate of registration of governor or employee" means a certificate of registration of governor or employee issued under regulation 11 as provided in subsection 89(1) of the Act;

"Chairman" means the Chairman of the Board of Governors of an educational institution;

"document" includes-

- (a) any letters, figures, marks, symbols, signals, inscriptions, writings, signs, caricatures, pictures, drawings, or other representations in any form, and
- (b) any visual recording (whether of still or moving images), any sound recording, or any electronic, magnetic, mechanical or other recording, on any substance, material, thing or article;

"employee" does not include a general worker or person who is in charge of repairing or maintaining the premise;

"fee" means any payment prescribed to be paid for any purpose in these Regulations;

"other payment" means any payment imposed to a student of an educational institution;

"permit" means a permit issued under regulation 8 as provided in subsection 89(2) of the Act;

"prospectus" means a printed document which is issued by an educational institution for the purpose of providing information on the establishment of, operation or other information on the educational institution;

"provisional certificate of registration" means a provisional certificate of registration issued under

regulation 7 as provided in section 81 of the Act;

"register" means a register maintained by the Registrar General under regulation 10;

"skill centre" means an educational institution which specifically provides skills education in the commercial, technical, vocational or language field;

"tuition centre" means an educational institution which specifically provides educational guidance or assists a pupil of a school or a pupil currently studying in a private institution to prepare the pupil to sit for an examination.

Application for registration of educational institution

3. An application for registration of an educational institution shall be made in Form A of the First Schedule and accompanied with the fee prescribed in the Eighth Schedule.

Separate registration for every level of schooling

4. Unless the Registrar General declares otherwise, every level of schooling carried out in the same premise shall be registered separately.

Application for registration of governors or employee

5. An application for registration of a governor or employee of an educational institution shall be made in Form B of the First Schedule.

Acknowledgement by the Registrar General

6. (1) The Registrar General shall acknowledgement receipt in writing of each application made to him and issue a receipt thereof.

(2) A person who makes the application under regulations 3 or 5 shall give the Registrar General any information and other document relating to the application if required by the Registrar General.

Provisional certificate of registration

7. Whilst waiting for the Registrar General's decision for the application in regulation 3, the Registrar General may in his discretion issue a provisional certificate of registration in Form A of the Second Schedule.

Permit to governor or employee

8. Whilst considering the application under regulation 5, the Registrar General may in his discretion issue to the application a permit in Form B of the Second Schedule so as to enable the applicant to act temporarily as governor or employee of the educational institution.

Certificate of registration

9. (1) A certificate of registration issued by the Registrar General to an educational institution under subsection 82(1) of the Act shall be as prescribed in Form A of the Third Schedule.


(2) A certificate of registration issued under regulation (1) shall be valid for a period of five years.

(3) A certificate of registration may be renewed upon an application made to the Registrar General in Form B of the Third Schedule and upon payment of the prescribed fee in the Eight Schedule.

Register of certificate of registration

10. (1) The Registrar General shall keep or cause to be kept a register-

(a) with regard to the registration of a government school according to the state as prescribed in Form A of the Fourth Schedule;

- 
- (b) with regard to the registration of a government-aided school according to the state as prescribed in Form A of the Fourth Schedule;
 - (c) with regard to the registration of a private school or a private educational institution according to the state as prescribed in Form B of the Fourth Schedule; and
 - (d) with regard to the registration of a distance education center according to the state as prescribed in Form B of the Fourth Schedule;
 - (e) with regard to the registration of a correspondence school according to the state as prescribed in Form B of the Fourth Schedule;
- (2) Any entry and any alteration or amendment with respect to an entry in a register shall be signed by or with the direction of the Registrar General.

Registration of governor or employee

11. A certificate of registration issued to a governor or an employee shall be in the prescribed form in the Fifth Schedule.

Prospectus

12. No prospectus for an educational institution may be published unless the said educational institution has been registered under section 82 of the Act or the provisional certificate of registration has been issued therein under subsection (1) of the Act.

Advertisement

13. (1) No advertisement regarding an educational institution may be made unless the said educational institution has been registered or a provisional certificate of registration has been issued.
- (2) An advertisement regarding an educational institution shall not contain any information which is false, deceptive, offensive or misleading and shall contain the certificate of registration number or the provisional certificate of registration number of the said educational institution together with the expiry date.

Change in respect of educational institution premises

14. (1) An application for change of address of an educational institution or alteration to the said premises shall be made to the Registrar General within a period of not less than three months prior to the change of address or alteration to the said premises is made.
- (2) An application under subregulation (1) shall be made in a prescribed form in the Sixth Schedule and shall be accompanied with the fee prescribed in the Eight Schedule.

Endorsement on certificate of registration or issuing of new certificate of registration

15. (1) When the Registrar General has approved the application for change of address or making any alteration to the premises of an educational institution, the Chairman or any other person responsible for the educational institution shall submit to the Registrar General the certificate of registration or the provisional certificate of registration of the educational institution for the purpose-
- (a) of endorsing on the certificate the new address of the premises of the educational institution or the alteration made on the said educational institution; or
 - (b) of issuing a certificate of registration or the new provisional certificate of registration to him.
- (2) No variation, amendment or entry may be made to a certificate of registration or the provisional certificate of registration or permit except with the permission of the Registrar General.



Copy of certificate

16. (1) The Registrar General may issue a copy of the certificate of registration, a copy of the provisional certificate of registration, a copy of the certificate of registration of governors or employees or a copy of the permit to replace the certificate of registration, the provisional certificate of registration, the certificate of registration of governors or employees or the permits that is lost or defaced on the receipt of the application made in the form prescribed in the Seventh Schedule.
- (2) An application to obtain a copy of a certificate of registration and a copy of a provisional certificate of registration to replace thereof shall be accompanied by a fee prescribed in the Eighth Schedule.
- (3) Where the Registrar General is satisfied with the applications to obtain a copy of a certificate of registration, a copy of a provisional certificate of registration, a copy of a certificate of registration of governors or employees or a copy of the permit, the Registrar General shall issue a copy thereof containing the word "REPLACEMENT" on the copy of the said certificate or permit.

Fee and other payment

17. (1) No educational institution shall collect any study fee or any other payment from any student unless such educational institution has been registered.
- (2) Prior approval of the Registrar General shall be obtained before any change to any fee or other payment imposed by an educational institution can be made.
- (3) A list of fees or other payment approved by the Registrar General shall be exhibited at a conspicuous place in the premises of an educational institution and shall also be included in the prospectus of the said educational institution.

The account of the private educational institution to be audited

18. Person responsible for the management of a private educational institution-
- (a) shall prepare an annual financial statement for the preceding financial year ending 31 December each year;
- (b) shall ensure the financial statement in paragraph (a) is audited by a qualified auditor; and
- (c) shall submit to the Registrar General a copy of the audit report in paragraph (b) not later than 31 Jun of the following year.

Cessation of operation of the educational institution

19. (1) An educational institution desiring to cease operation shall-
- (a) give at least three months notice of its intention to do so to the Registrar General; and
- (b) publish its intention to do so in at least one national language newspaper and one newspaper in any other languages, at least three months prior to its cessation.
- (2) When an educational institution has ceased operation, the Chairman or any other person responsible for the said educational institution shall return the certificate of registration, the provisional certificate of registration of the educational institution and certificate of registration or permit of governors or employee to the Director General.
- (3) The certificate of registration and permit mentioned in subregulation (2) includes a copy of the said certificate and permit.



Offence and penalty

20. Any person who contravenes any provision of these Regulations commits an offence and, on conviction, shall be liable to a fine not exceeding ten thousand ringgit or imprisonment for a period not exceeding six months.

Revocation No.7 of 1950

21. The Registration of Schools Ordinance 1950 is revoked.

FIRST SCHEDULE

Regulation 3

FORM A

APPLICATION FOR REGISTRATION OF EDUCATIONAL INSTITUTION

EDUCATION(REGISTRATION OF EDUCATIONAL INSTITUTION)

REGULATIONS 1997

Registrar General
Ministry of Education Malaysia.

Enclosed herewith are the particulars regarding the educational institution proposed to be opened as addressed below and seed for the registration thereof.

2. Attached herewith the registration fees as follow:

School RM 300.00

Tuition/skill centre RM 150.00

Name of bank :

Bank draft No :

Yours sincerely,

.....
(Signature of Applicant)

Full Name :

I/C No :

Designation :

Date :

* Delete where inappropriate



[First Schedule]

Part 1
GENERAL

Please tick(–/–)in the relevant box. Delete(*)where inappropriate.

A. PARTICULARS OF EDUCATIONAL INSTITUTION

1. Name of educational institution :

2. Address of educational institution :

..... Postcode :

Telephone No : –

Fax No : –

E-mail No :

3. Type :

3.1 school

Level :

Primary secondary

3.2 tuition centre

3.3 skill centre

Field :

Commerce technical

Vocational language other (specify)

4. Method :

Full time part time distance education

5. Medium of Institutions:

Malay Chinese Tamil

English Arabic Others (state)

6. Curriculum:

National foreign

7. Sponsorship

Government government-aided private





B. OWNERSHIP

8. Ownership of Educational Institution:

(a) Type of Title:

Government private others (Specify) :

(b) If it being private sector, please fill the following particulars:

Owner's Category *Copies of document required to be submitted*

<input type="checkbox"/> Private Limited Company	<input type="checkbox"/> Form 24
	<input type="checkbox"/> Form 49
	<input type="checkbox"/> M & A
	<input type="checkbox"/> Certificate of Registration of Company
	<input type="checkbox"/> Company Annual report (latest)

<input type="checkbox"/> Limited Company	<input type="checkbox"/> Form 24
	<input type="checkbox"/> Form 49
	<input type="checkbox"/> M & A
	<input type="checkbox"/> Certificate of Registration of Company
	<input type="checkbox"/> Company Annual report (latest)

<input type="checkbox"/> Chamber of Commerce	<input type="checkbox"/> Certificate of Registration of Business
	<input type="checkbox"/> Financial statement (latest)

<input type="checkbox"/> Association / Society	<input type="checkbox"/> Certificate of Registration of Association / Society
	<input type="checkbox"/> Minutes of General Meeting (latest)
	<input type="checkbox"/> List of the Committees of Association / Company

<input type="checkbox"/> Others (specify)	<input type="checkbox"/> Certificate of Registration of Establishment
.....	<input type="checkbox"/> Other relevant document
.....	





[First Schedule]

Name of owner :
(Capital Letters)

Owner's Registered address :
..... Postcode :

Owner's Registration No. Date of Registration :

C. MANAGEMENT

9. (a) Particulars Relating to the Chairman of the Board of Governors

Full Name :

Identity Card / Passport No. Citizenship :

Race :

Profession :

Academic qualification :

Professional qualification :

Experience in education field :

Experience in management field :

Please enclosed:

- (i) Personal informations of the Chairman of the Board of Governors (curriculum vitae)
- (ii) Letter of appointment of the Chairman of the Board of Governors
- (iii) Certified true copies of certificate / diploma / degree
- (iv) Copies of Identity Card / Passport

(b) Particulars Regarding Principal / Headmaster :

Full Name :

Identity Card / Passport No. Citizenship :

Race :

Profession :

Academic qualification :

Professional qualification :

Experience in education field :

Experience in management field :

Please enclosed:

- (i) Personal information of the principal / headmaster (curriculum vitae)
- (ii) Letter of appointment of the principle / headmaster
- (iii) Certified true copies of certificate / diploma / degree
- (iv) Copies of Identity Card / Passport





D. PREMISES AND FACILITIES

10. (a) Information of the premises:

(i) Type of premises:

Campus Office complex Shopping complex
 Shop house house others (specify):

(ii) Pemunyaan:

Owner tenant

Amount of rent : RM per month / per year*

Date of expiry of tenancy :

Name and address of owner of premises :

.....
(please attach a copy of tenancy agreement)

(iii) Floor area of premises :

(iv) Site area of premises :

(please attach a copy of site plan of premises)

(b) Particulars of Room:

<i>Room No.</i>	<i>Type of Use of Room</i>	<i>Room Measurement</i>
.....
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.....
.....
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.....
.....

(Please enclose the building plan for the new premises by numbering every room)

(c) Particulars Regarding Facilities / Equipment:

<i>Number</i>	<i>Type of Facilities / Equipment</i>	<i>Total</i>
.....
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.....
.....
.....





[First Schedule]

E. COURSES AND FEES

11. Particulars Regarding Courses:

<i>No.</i>	<i>Name of Courses</i>	<i>Field</i>	<i>Level</i>	<i>Period (Monthly)</i>	<i>Type of Programme</i>	<i>Entry Qualification</i>	<i>Award</i>	<i>Awarded by</i>	<i>Fee (Monthly)</i>

(Please attach course curriculum except KBSR and KBSM)



[First Schedule]

F. TEACHING STAFF

13. Particulars regarding teaching staff :

No.	Full Name	Identity Card/ Passport No.	Citizen- ship	Race	Qualification		Experience		Subject Taught	Teacher Certi- ficate of Registration Permit to teach
					Academic	Professional	Education	Non- Educational		

(Please enclose separate sheets if the coloumm above are insufficient).



[First Schedule]

12. Particulars Regarding other fees :

No.	Type of Fees	Amount of Fees (Fill in at the relevant place only)			
		Monthly	Semester/ Term	Yearly	Throughout the Courses



[First Schedule]

PART II
DECLARATION OF APPLICATION

I Identity Card No.
(Name of applicant)

Do hereby solemnly declare that-

- (a) the statement contained in this application form and the documents attached are true to the best of my knowledge and belief;
- (b) the signature on this application form is my handwriting;
- (c) I made this declaration with full belief that the information given are true and in accordance with the provisions of the Statutory Declaration Act 1960 (Revised 1969); and
- (d) to the best of my knowledge, all members of the management, staff and teaching staff employed in the educational institution are free from any criminal record.

Signature and declared by me,

Official Stamp

.....
(Signature of Application)

.....
(Date)

PART III
FOR OFFICE USE ONLY

Decision of the Registrar General:

- Approved for provisional registration
- Approved for registration
- Not approved

Official Stamp

.....
(Signature of Application)

.....
(Date)

For action:

Provisional Certificate of Registration	Date of issue	Date of Expiry <i>(Signature of Officer)</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Certificate of Registration	Date of Issue	Date of Expiry <i>(Signature of Officer)</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>	





[First Schedule]

FIRST SCHEDULE

Regulation 5

FORM B

**APPLICATION FOR REGISTRATION AS A GOVERNOR / EMPLOYEE*
OF THE EDUCATIONAL INSTITUTION**

EDUCATION (REGISTRATION OF EDUCATIONAL INSTITUTION) REGULATIONS 1997

The Registrar General.
Ministry of Education Malaysia.

I hereby submit the application to register myself as a governor / employee* for

..... at

(Name of the educational institution) *(address)*

Yours sincerely,

.....
(Signature of Applicant)

Full Name :

Identity Card No :

Date :

* Delete where inappropriate

PART I

TO BE FIELD IN BY APPLICANT

1. Full name :
(Capital letter)

2. Citizenship : Race :

3. Particulars of Identity Card / Passport

<i>Identity Card / Passport</i>	<i>Number</i>	<i>Date of Issue</i>	<i>Place of Issue</i>
New Identity Card			
Old Identity Card			
Passport			

(Please enclose certified copy of identity card / passport)





4. (a) Permanent Address :
 Postcode :

(b) Correspondence Address :
 Postcode :

Telephone No : -

Fax No : -

E-mail No :

5. Particulars of birth:

(a) Date of birth
 (day) (month) (year)

(b) Place of birth :
 (town) (state)

6. Particulars of Employment :

(a) Name of Designation :

(b) Designation / Position :

(c) Name and address of employer :
 Postcode :

Telephone No: -

7. Experience as a governor or employee or teacher of a school or educational institution.

Name and address of School or Educational Institution	Date		Post
	From	To	

8. Applicant's Declaration:

I hereby certify that-

- (a) I have not been convicted of any offence by the court and have never been sentenced to or fine as specify in subsection 90(1) of the Education Act 1996; and
- (b) all information specify above are true

.....
 (Signature of Application)

.....
 (Date)





[First Schedule]

Part II

TO BE FILLED IN BY THE CHAIRMAN OF THE BOARD OF GOVERNORS IF THE APPLICANT IS A GOVERNOR

I certify that

(Name of Applicant)

has been named / elected / appointed* by

(Nominating / Electing / Appointing Party)

..... under paragraph

(Paragraph Number of Instrument)

instrument of government of school / educational institution

(Name of Educational Institution)

.....
(Signature of the Chairman of the Board of Governors)

Name :

I/C No :

Official Stamp

.....
(Date)

Part III

TO BE FILLED IN BY THE PRINCIPAL / HEADMASTER IF THE APPLICANT IS AN EMPLOYEE

I certify that

(Name of Applicant)

has been appointed as

(Name of Post)

at

(Name of Educational Institution)

Official Stamp

.....
(Signature of Principal/Headmaster)

.....
(Date)

Name :

I/C No :





Part IV
FOR OFFICIAL USE ONLY

Decision of the Registrar General :

Permit No.

Approved

Certificate No.

Not Approved

Official Stamp

.....
(Signature of Registrar General)

.....
(Date)

Tindakan:

Provisional
Certificate of
Registration No.

Date of
issue

Date of
Expiry

.....
(Signature of Officer)

Certificate of
Registration No.

Date of
Issue

Date of
Expiry

.....
(Signature of Officer)

SECOND SCHEDULE

Regulation 7

FORM A

PROVISIONAL CERTIFICATE OF REGISTRATION OF
EDUCATIONAL INSTITUTION

*EDUCATION (REGISTRATION OF EDUCATIONAL INSTITUTIONS
REGULATIONS) 1997*

Certificate of Registration No.

This certificate is issued to

.....
(Name of the Chairman of the Board of Governors and Identity Card No.)

is hereby certify

.....
(Name of the Educational Institution)

addressed at

.....
(Address of the Educational Institution)

is registered on temporary basis under the Education Act 1996





[Second Schedule]

CONDITION OF PROVISIONAL REGISTRATION

- (i) This provisional certificate of registration expires on unless extension period is given.
- (ii) This certificate can be revoked at any time by a written notification in accordance with the provision of subsection 81(2) of the Education Act 1996.

Official Stamp

.....
(Signature of Registrar General)

.....
(Date)

For action :

For an extended provisional registration

<i>Extension</i>	<i>Date of Approval</i>	<i>Date of Expiry</i>	<i>Signature of the Registrar General Pendaftar</i>
First			
Second			

SECOND SCHEDULE

Regulation 8

FORM B

PERMIT TO ACT AS GOVERNORS OR EMPLOYEE
*EDUCATION (REGISTRATION OF EDUCATIONAL
INSTITUTIONS) REGULATIONS 1997*

This is certify that

.....
(Name of the Governors/Employee and Identity Card/Passport No.)

is working as a governors/employee* for

.....
(Name of Educational Institution)

addressed at

.....
(Address of the Educational Pendidikan)

unless revoked by the Registrar General at the earlier date, this permit will expire on

.....
(Date)

Official Stamp

.....
(Signature of Registrar General)

.....
(Date)

For action :

For The Provisional Registration The Period Of Which Has Been Extended

<i>Extension</i>	<i>Date of Approval</i>	<i>Date of Expiry</i>	<i>Signature of the Registrar General</i>
First			
Second			

THIRD SCHEDULE

Regulation 9

FORM A

CERTIFICATE OF REGISTRATION OF THE EDUCATIONAL INSTITUTION

*EDUCATION (REGISTRATION OF EDUCATIONAL
INSTITUTIONS) REGULATIONS 1997*

Certificate of Registration No.

This certificate is issued to

.....
(Name of the Chairman of the Board of Governors and Identity Card No.)

is hereby certify that

.....
(Name of the Educational Institution)

at

.....
(Address of the Educational Institution)

is registered on temporary basis under the Education Act 1996

This Certificate of Registration expires on

.....
(Date)

CONDITION OF PROVISIONAL REGISTRATION

- (i) Number of approved and registered rooms (Appendix A)
- (ii) Approved courses (Appendix B)
- (iii) Other conditions specified on reverse side of this certificate of registration.

Official Stamp

.....
(Signature of Registrar General)

.....
(Date)

(For the Renewal of the Certificate of Registration)

Date of first registration :

Reference No :



SPECIAL CONDITIONS

1. This Certificate of Registration is not transferable.
2. Any variation or amendment of any conditions need prior approval of the Registrar General
3. This certificate of registration shall be exhibited at a conspicuous place in the premises of the educational institution.
4. This educational institution shall comply with the directives issued by the Ministry of Education, Malaysia from time to time as addition to the Education Act 1996 and the regulations made thereunder.

APPENDIX A

THE APPROVE ROOMS

Certificate of Registration No.

Name of educational institution :

.....

<i>Room No.</i>	<i>Use of Room</i>	<i>Number of students (Maximum)</i>
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<i>Room No.</i>	<i>Use of Room</i>	<i>Number of students (Maximum)</i>
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Number of rooms registered: rooms

Total number of students allowed: persons

Official Stamp

.....
(Signature of Registrar General) (Date)





[Third Schedule]

Appendix B

COURSES ALLOWED

Certificate of Registration No.

Name of educational institution :

No.	Name of Courses	Field	Level	Period (Monthly)	Type of Programme	Enrolment Qualification	Award	Awarded by	Fee (per month)



THIRD SCHEDULE

Subregulation 9(3)

FORM B

APPLICATION FOR RENEWAL OF CERTIFICATE OF REGISTRATION

*EDUCATION (REGISTRATION OF EDUCATIONAL
INSTITUTIONS) REGULATIONS 1997*

Certificate of Registration No.

Registrar General
Ministry of Education Malaysia,

I seek to apply for renewal of the registration
(Name of Educational Institution)

which expired on
(Date)

2. I enclosed herewith the following:

- (a) Certificate of Registration
- (b) Application fee for-
 - school RM 100.00
 - tuition / skill centre RM 50.00

Name of bank :

Bank draft No. :

Yours sincerely,

.....
(Signature of the Chairman of the Board of Governors)

Full name :

I.C. No :

Date :



[Third Schedule]

Part 1
GENERAL

Please tick(–)in the relevant box. Delete(*)where inappropriate.

A. PARTICULARS OF EDUCATIONAL INSTITUTION

1. Name of educational institution :

2. Address of educational institution :

..... Postcode :

Telephone No : –

Fax No : –

E-mail No :

3. Type :

3.1 school

Level :

Primary

secondary

3.2 tuition centre

3.3 skill centre

Field :

Commerce technical

Vocational language other (specify)

4. Method :

Full time

part time

distance education

5. Medium of Institutions:

Malay

Chinese

Tamil

English

Arabic

Others (state)

6. Curriculum:

National

foreign

7. Sponsorship

Government

government-aided

private



B. OWNERSHIP

8. Ownership of Educational Institution:

(a) Type of Title:

Government private sector other (specify)

(b) If it being private sector, please fill the following particulars:

<i>Owner's Category</i>	<i>Copies of document required to be submitted</i>
<input type="checkbox"/> Private Limited Company	<input type="checkbox"/> Form 24 <input type="checkbox"/> Form 49 <input type="checkbox"/> M & A <input type="checkbox"/> Certificate of Registration of Company <input type="checkbox"/> Company Annual report (Latest)
<input type="checkbox"/> Limited Company	<input type="checkbox"/> Form 24 <input type="checkbox"/> Form 49 <input type="checkbox"/> M & A <input type="checkbox"/> Certificate of Registration of Company <input type="checkbox"/> Company Annual report (latest)
<input type="checkbox"/> Chamber of Commerce	<input type="checkbox"/> Certificate of Registration of Business <input type="checkbox"/> Financial statement (latest)
<input type="checkbox"/> Association Society	<input type="checkbox"/> Certificate of Registration of Association / Company <input type="checkbox"/> Minutes of General Meeting (latest) <input type="checkbox"/> List of the Committees of Association / Company
<input type="checkbox"/> Others (specify)	<input type="checkbox"/> Certificate of Registration of Establishment <input type="checkbox"/> Other relevant document

Name of Owner :
(Capital Letters)

Owner's Registered address :
..... Postcode :

Owner's Registration No. : Date of Registration :





C. MANAGEMANT

9. (a) Particulars Relating the Chairman of the Board of Director :

Full Name :

Identity Card / Passport No. Citizenship :

Race :

Profession :

Academic qualification :

Professional qualification :

Experience in education field :

Experience in management field :

Please enclosed:

- (i) Personal informations of the Chairman of the Board of Governors (curriculum vitae)
- (ii) Letter of appointment of the Chairman of the Board of Governors
- (iii) Certified true copies of certificate / diploma / degree
- (iv) Copies of Identity Card / Passport

(b) Particulars Regarding Principal / Headmaster :

Full Name :

Identity Card / Passport No. Citizenship :

Race :

Academic qualification :

Professional qualification :

Experience in education field :

Experience in management field :

Please enclose

- (i) Personal information of the principal / headmaster (curriculum vitae)
- (ii) Letter of appointment of the principle / headmaster
- (iii) Certified true copies of certificate / diploma / degree
- (iv) Copies of Identity Card / Passport



D. PREMISES AND FACILITIES

10. (a) Information of the premises:

(i) Type of premises:

Campus Office complex Shopping complex
 Shop house house others (specify):

(ii) Ownership:

Owner tenant

Amount of rent : RM per month / per year*

Date of expiry of tenancy :

Name and address of owner of premises :

.....

(please attach a copy of tenancy agreement)

(iii) Floor area of premises :

(iv) Site area of premises :

(please attach a copy of site plan of premises)

(b) Particulars of Room:

<i>Room No.</i>	<i>Type of Use of Room</i>	<i>Room Measurement</i>
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.....

(Please attach the building plan for the new premises by numbering every room)

(c) Particulars Regarding Facilities / Equipment:

<i>Number</i>	<i>Type of Facilities / Equipment</i>	<i>Total</i>
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[Third Schedule]

E. COURSES AND FEES

11. Particulars Regarding Courses:

No.	Name of Courses	Field	Level	Period (Monthly)	Type of Programme	Entry Qualification	Award	Awarded by	Fee (Monthly)

(Please attach course curriculum except KBSR and KBSM)



[Third Schedule]

12. Particulars Regarding other fees :

<i>No.</i>	<i>Type of Fees</i>	<i>Amount of Fees (Fill in at the relevant place only)</i>			
		<i>Monthly</i>	<i>Semester/ Term</i>	<i>Yearly</i>	<i>Throughout the Courses</i>

F. TEACHING STAFF

13. Particulars regarding teaching staff :

No.	Full Name	Identity Card/ Passport No.	Citizen- ship	Race	Qualification		Experience		Subject Taught	Teacher Certi- ficate of Registration Permit to teach
					Academic	Professional	Education	Non- Educational		

(Please enclose separate sheets if the coloumm above are insufficient).



PART II
DECLARATION OF APPLICATION

I Identity Card No.
(Name of applicant)

Do hereby solemnly declare that-

- (a) the statement contained in this application form and the documents attached are true to the best of my knowledge and belief;
- (b) the signature on this application form is my handwriting;
- (c) I made this declaration with full belief that the information given are true and in accordance with the provisions of the Statutory Declaration Act 1960 (Revised 1969); and
- (d) to the best of my knowledge, all members of the management, staff and teaching staff employed in the educational institution are free from any criminal record.

Signed and declared by me, Official Stamp

.....
(Signature of Application) (Date)

PART III
FOR OFFICE USE ONLY

Decision of the Registrar General:

- Approved for provisional registration
- Approved for registration

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

Official Stamp

.....
(Signature of Application) (Date)





[Third Schedule, Fourth Schedule]

For action:

Provisional
Certificate of
Registration No.

Date of
issue

Date of
Expiry

.....
(Signature of Officer)

Certificate of
Registration No.

Date of
Issue

Date of
Expiry

.....
(Signature of Officer)

FIRST SCHEDULE

Paragraphs 10(1)(a) and (b)

FORM A

REGISTER OF GOVERNMENT AIDED SCHOOL

EDUCATION (REGISTRATION OF EDUCATIONAL INSTITUTION)

REGULATIONS 1997

Registration No.

1. Name of educational institution :

<i>Amendment</i>	<i>Name of educational institution</i>	<i>Signature of Registrar General</i>	<i>Date</i>
First			
Second			
Third			

2. Address :

Postcode :

<i>Amendment</i>	<i>Address</i>	<i>Signature of Registrar General</i>	<i>Date</i>
First	Postcode :		
Second	Postcode :		
Third	Postcode :		





3. Information of Educational Institution :

3.1 Category :

government school government-aided school

3.2 Level :

primary secondary

3.3 Field :

academic technical/vocational

3.4 Type :

residential school boarding school daily school

3.5 School Session :

morning evening morning & evening

3.6 Sex :

male female co-educational

.....
(Date)

.....
(Signature of Application)

FOURTH SCHEDULE

Paragraphs 10(1)(c), (d) and (e)

FORM B

**REGISTER OF PRIVATE SCHOOL OR PRIVATE EDUCATIONAL
INSTITUTION/DISTANCE EDUCATION CENTRE/CORRESPONDANCE SCHOOL**

***EDUCATION (REGISTRATION OF EDUCATIONAL INSTITUTION)
REGULATIONS 1997***

Register No.

1. Name of educational institution :

<i>Amendment</i>	<i>Name of educational institution</i>	<i>Signature of Registrar General</i>	<i>Date</i>
First			
Second			
Third			





2. Address :
 Postcode :

<i>Amendment</i>	<i>Address</i>	<i>Signature of Registrar General</i>	<i>Date</i>
First	Postcode :		
Second	Postcode :		
Third	Postcode :		

3. Type :

- 3.1 school
 Level :
 Primary secondary
- 3.2 tuition centre
- 3.3 skill centre
 Field :
 Commerce technical vocational
 language other (specify)

4. Method :

- Full time part time distance education

5. Medium of Institutions:

- Malay Chinese Tamil
- English Arabic Others (state)

6. Curriculum:

- national foreign

7. Sponsorship

- government government-aided private

8. Name of the Chairman of the Board of Governors :

Identity Card No. : Race :

Certificate of registration of :





<i>Amendment</i>	<i>Certificate of Registration No.</i>	<i>Name of the Chairman of the Board Governors</i>	<i>Identity Card No.</i>	<i>Race</i>	<i>Signature of Registrar General</i>	<i>Date</i>
First						
Second						
Third						

9. Registration of Governors :

<i>No.</i>	<i>Certificate of Registration No.</i>	<i>Name of Governor</i>	<i>Identity Card No.</i>	<i>Race</i>	<i>Date of Registration</i>	<i>Signature of Registrar General</i>
.....
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.....
.....

10. Provisional certificate of registration (where appropriate):

Provisional certificate of registration No :

Date of issue :

Date of Expiry :

<i>Extension</i>	<i>Provisional Certificate of Registration No</i>	<i>Date of Issue</i>	<i>Date of Expiry</i>	<i>Signature of Registrar General</i>	<i>Date</i>
First					
Second					
Third					

10. Certificate of registration

Certificate of registration No. :

Date of issue :

Date of Expiry :

.....
(Date)

.....
(Signature)

Extension Period of Provisional Certificate of Registration of the Educational Institution

<i>Extension</i>	<i>Provisional Certificate of Registration No</i>	<i>Date of Issue</i>	<i>Date of Expiry</i>	<i>Signature of Registrar General</i>	<i>Date</i>
First					
Second					
Third					
Fourth					
Fifth					
Sixth					
Seventh					
Eight					
Ninth					
Tenth					

FIFTH SCHEDULE

Regulation 11

CERTIFICATE OF REGISTRATION AS GOVERNOR OR EMPLOYEE

EDUCATION (REGISTRATION OF EDUCATIONAL INSTITUTIONS) REGULATIONS 1997

Certificate of Registration No.

This certificate is issued to

.....
(Name of the Governors/Employee and Identity Card No.)

is hereby registered as Governor/employee* for

.....
(Name of Educational Institution)

at

.....
(Address of the Educational Institution)

Official Stamp

.....
(Signature of the Register General)

.....
(Date)



SIXTH SCHEDULE

Regulation 14

APPLICATION FOR CHANGE OF ADDRESS OF THE EDUCATIONAL
INSTITUTION PREMISES OR ALTERATION

*EDUCATION (REGISTRATION OF EDUCATIONAL
INSTITUTIONS) REGULATIONS 1997*

Certificate of Registration No.

Registrar General
Ministry of Education Malaysia,

I hereby submit the application for change of address of the premise/alteration of the premises of the educational institution the particulars of which are as stated below.

2. Attached herewith the application fees as follows:

school RM 50.00

tuition / skill centre RM 50.00

Name of bank :

Bank draft No. :

Yours sincerely,

.....
(Signature of the Chairman of the Board of Governors)

Full name :

I.C. No :

Date :

* Delete where inappropriate



Part 1

TO BE FILLED IN BY THE CHAIRMAN OF THE BOARD OF GOVERNORS

1. Name of educational institution :

2. Address of educational institution :

Postcode :

Telephone No : -

Fax No : -

E-mail No :

3. Information of Registration

Certificate of Registration No. :

Date of registration :

Date of expiry :

4. Information of the Chairman of the Board of Governors

Full name :

Identify Card/Passport No. :

Permit/Certificate of Registration No. : Date of issue

Part II

IF APPLICATIONS IS FOR THE CHANGE OF ADDRESS OF THE PREMISES

5. Name of new premise :

Postcode :

Telephone No : -

Fax No : -

6. Information of the premises:

(i) Type of premises:

- campus office complex shopping complex
- Shop house house others (specify) :

(ii) Ownership :

- Owner tenant

Amount of rent : RM per month / per year*





Date of expiry of tenancy :

Name and address of owner of premises :

.....

(please attach a copy of tenancy agreement)

(iii) Floor area of premises : square metres

(please attach a copy of floor plan of premises)

(iv) Site area of premises :

(please attach a copy of site plan of premises)

7. Particulars of Room:

<i>Room No.</i>	<i>Type of Use of Room</i>	<i>Room Measurement</i>
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.....
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.....
.....

(Please attach the building plan for the new premises by numbering every room)

8. Particulars Regarding Facilities / Equipment:

<i>Number</i>	<i>Type of Facilities / Equipment</i>	<i>Total</i>
.....
.....
.....
.....
.....
.....
.....

(Please attach the building plan for the new premises by numbering every room)



Part III

WHERE THE APPLICATION IS FOR THE CHANGE OF PREMISES

9. Type of Alteration :

Addition of room/building

Reduction of room/building

Change of number/usage of room

10. Particulars of Alteration :

<i>No.</i>	<i>Existing Room/Building</i>	<i>New Room/Building</i>
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.....

(Please attach a copy of the original floor plan and the new floor plan)