



EDUCATION (REGISTRATION OF EDUCATIONAL INSTITUTIONS) REGULATIONS, 2004
(regulation 3)

APPLICATION FOR REGISTRATION OF EDUCATIONAL INSTITUTION

Registrar General of Educational Institutions and Teachers
Ministry of Education
Brunei Darussalam.

1. I seek to apply for the registration of
.....
(Name of proposed educational institution)

as per particulars herein.

2. I enclose herewith the following —

(a) Application for registration fee of \$ in cash/
bank draft * no. of Bank
.....
(Name of bank)

(b) A copy of the
(i) approved plan;
(ii) location plan;
(iii) curriculum (if the institution is not using the National Curriculum);
(iv) time-table (if the institution is a school);
(v) school rules (if the institution is a school);
(vi) the instrument of government.

.....
(Signature of applicant)

Full name:

.....

Passport no./ Identity Card no. and colour:

Date:

- Delete whichever is inapplicable

B. PARTICULARS OF APPLICANT

5. Name of applicant:

.....

6. Status of applicant:

individual private limited company limited company

society others:
(specify)

7. Address:

.....

..... Postcode:

Telephone no.:

Fax no.:

E-mail :

8. Where applicant is a company, society, association or others please specify the following particulars —

(i) Name:

(ii) Registered address:

.....

(iii) Certificate of registration no.:

(iv) Date of registration:

Please submit the following documents duly certified by the issuing authority with this form

Organisation	Document
(i) Company	a) Form A b) Form X c) Memorandum and Articles of Association d) Certificate of Registration e) Annual Report
(ii) Society or Association	a) Certificate of Registration b) Minutes of General Meeting (Latest) c) List of Committee Members of the Association
(iii) Others (specify)	a) Certificate of Registration b) Other relevant documents



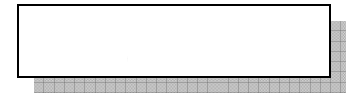
C. PARTICULARS OF SHAREHOLDERS

Full Name	Passport / Identity Card no. and colour	Nationality	Citizenship	Address	Share	
					Value (B\$)	Percentage (%)

If any of the persons named above had been convicted of an offence involving fraud or dishonesty or had been declared a bankrupt, please give further particulars below —

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

(Please enclose separate sheets if the columns are insufficient)



D. PARTICULARS OF BOARD OF DIRECTORS OF COMPANY

Full Name	Passport / Identity Card no. and colour	Nationality	Citizenship	Address	Profession

If any of the persons named above had been declared a bankrupt, please give further particulars below —

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

(Please enclose separate sheets if the columns are insufficient)

E. PARTICULARS OF BOARD OF GOVERNORS

Full Name	Passport/ Identity Card no. and colour	Nationality	Citizenship	Academic Qualification	Professional Qualification	Educational Experience	Managerial Experience

If any of the persons named above had been declared a bankrupt, please give further particulars below—

.....

.....

.....

(Please enclose separate sheets if the columns are insufficient)

F. MANAGEMENT

9. Particulars relating to the Chairman of the Board of Governors

Full name:

.....

Identity Card no. and colour:

Citizenship: Race:..... Religion:.....

Date of birth: Place of birth:..... Sex:

Passport no.: Place of issue:.....

Profession:.....

Qualifications:

(a) Professional

.....

(b) Academic

.....

Experience in

(a) Education field

.....

(b) Management field

.....

Address in

(a) Brunei Darussalam.....

.....

.....

Phone no.:..... Mobile phone no.:.....

E-mail:.....

(b) Country of domicile

.....

.....

Phone no.:..... Mobile phone no.:.....

E-mail:.....

10. Particulars regarding head teacher/ chief executive officer

Full Name:.....
.....

Identity Card no. and colour:

Citizenship:.....Race:.....Religion:.....

Date of birth: Place of birth: Sex:.....

Passport no.:Place of issue:.....

Date of expiry of passport:.....

Qualifications:

(a) Professional

(c) Academic

Experience in

(a) Education field

(c) Management field

Address in

(d) Brunei Darussalam

Phone no.:..... Mobile phone no.:.....

E-mail:.....

(e) Country of domicile

Phone no.:..... Mobile phone no.:.....

E-mail:.....

Please submit the following documents pertaining to the head teacher or principal or chief executive:

- (i) *Curriculum vitae of the Chief Executive.*
- (ii) *Letter of appointment as Chief Executive.*
- (iii) *A certified copy of certificate/ diploma/ degree.*
- (iv) *A certified copy of Identity Card/ Passport.*

G. PREMISES AND FACILITIES

11. Type of premises:

- campus building of educational institution
- office complex
- shopping complex
- shop house
- house
- others (specify)

12. Particulars of land:

EDR no. Lot no.:

Area

Land condition (residential/ commercial etc)

.....

13. Ownership:

- owner
- tenant

Amount of rent: B\$..... per month/ per year*

Date of expiry of tenancy:

Name and address of owner of premises:

.....

.....

(Please enclose a copy of tenancy agreement)

14. Floor area of premises:square metre
(Please enclose a copy of floor plan of premises)

Site area of premises: hectares
(Please enclose a copy of site plan of premises)

15. Particulars of building:

No.	Name of Building/ Block	Type of Use	Number of Rooms	Total Floor Area (square metres)

16. Physical Facilities

No.	Type	No. of rooms/ units
	Classroom	
	Administration office	
	Staff room	
	Library	
	Science Laboratory	
	Computer room	
	Toilets (pupils)	
	Toilets (staff)	
	Others (please specify):	

17. Particulars of equipment for teaching and learning:

No.	Type of Facilities/ Equipment	Usage	Total

18. Particulars of recreational facilities:

No.	Type of Recreational Facilities	Total

19. Particulars of other facilities:

No.	Type of Other Facilities	Total

H. TEACHING STAFF

20. Total no.

21. Teacher-pupil ratio:

22. Proposed minimum qualification required:

(a) Professional

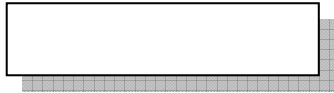
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(b) Academic

.....
.....

23. Salary

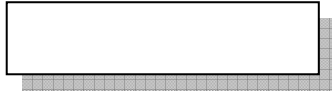
	Qualification	B\$ Point of Entry	B\$ Maximum	B\$ Year of Increment
a.	'O' level			
b.	'O' level with Teacher's Certificate			
c.	'O' level with Diploma			
d.	'A' level			
e.	'A' level with Teacher's Certificate			
f.	'A' level with Diploma			
g.	Degree			
h.	Degree with PGCE			
i.	Others (please specify)			



24. Particulars regarding teaching staff:

No.	Full Name	Passport/ Identity Card No. and colour	Citizenship	Race	Religion	Qualification		Experience		Subject Taught	Teacher Certificate of Registration/ Permit to teach
						Academic	Professional	Education	Non- Educa- tional		

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



I. PARTICULARS OF COURSES OF STUDY/ TRAINING PROGRAMMES

No.	Name of Courses of Study/ Training Programmes (1)	Level	Types of Courses/ Programmes (2)	Mode of Delivery (3)	Duration	Entry Qualification	Curriculum (4)	Medium of Instruction	Qualification Awarded	Awarding Body	Class Size

Please specify whether-

- (1) nursery/ pre-school/ primary/ secondary/ post secondary/ higher education.
- (2) academic/ commerce/ vocational/ technical/ language, etc.
- (3) full-time/ part-time/ distance education, etc.
- (4) National/ foreign/ private, etc.

J. PARTICULARS REGARDING FEES

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

PART II
DECLARATION

I Passport/Identity

Card no. and colour:

do hereby solemnly declare that –

- (a) the statements 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 in my handwriting; and
- (c) to the best of my knowledge, all members of the management, staff and teachers employed in this private higher educational institution are free from any criminal record.

Signed and declared by me

Official stamp

.....
(Signature of applicant)

.....
(Date)

PART III
FOR OFFICIAL USE ONLY

Decision of the Registrar General:

Approved for registration

Not approved for registration

Official stamp

.....
(Signature of Registrar General)

.....
(Date)

For action:

Certificate of
Registration no.

Date of Issue

Date of Expiry

.....
(Signature of officer)

.....
(Date)