

No. S 12

EDUCATION ORDER, 2003

**EDUCATION (REGISTRATION OF TEACHERS)
REGULATIONS, 2004**

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EDUCATION ORDER, 2003

EDUCATION (REGISTRATION OF TEACHERS)
REGULATION, 2004

In exercise of the power conferred upon him by section 128 of the Education Order, 2003, the Minister, with the approval of His Majesty the Sultan and Yang Di-Pertuan, hereby makes the following Regulations —

Citation.

1. These Regulations may be cited as the Education (Registration of Teachers) Regulations, 2004.

Interpretation.

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

"academic qualification" means any degree, diploma or certificate evidencing the satisfactory completion of a course of training or study;

"certificate" means certificate of registration;

"permit" means permit to teach issued under section 108;

"professional qualification" means any degree, diploma or certificate evidencing the satisfactory completion of a course of training in teaching.

Register of teachers.

3. (1) The Registrar General shall cause to be kept and maintained pursuant to section 100 a register of teachers which shall contain as respect all teachers registered under the Order the particulars set out in Form A of the Second Schedule.

(2) Every entry and every alteration or amendment with respect to an entry shall be signed or initialled by the Registrar General.

Application for registration.

4. (1) An applicant for registration as a teacher under section 101 shall submit to the Registrar General in triplicate an application in Form B of the Second Schedule together with the following —

(a) 3 passport size photographs of the applicant signed on the reverse by the applicant and certified by the head teacher of an educational institution or other person acceptable to the Registrar General;

(b) a certificate of birth or other evidence acceptable to the Registrar General as to the age of the applicant;

(c) documents substantiating the academic and professional qualifications of the applicant;

(d) two character references of the applicant by persons who have known the applicant personally for a period of 2 years or more;

(e) a medical certificate by a government medical practitioner certifying that the applicant is free from any physical or mental defect or disease which might affect the applicant's ability to perform the duties of a teacher or setting out the nature of any such defect or disease and the extent to which it will prejudice his carrying out such duties; and

(f) the fee prescribed in the First Schedule.

(2) The Registrar General shall acknowledge in writing every application and issue a receipt for the fee submitted therewith.

(3) An applicant shall furnish the Registrar General with such further information with regard to the contents of his application and the documents submitted therewith as the Registrar General shall require.

Registration.

5. If the Registrar General, upon examination of an application made under section 101 and the documents and information submitted to him or if after such investigation or inquiry as he shall make or cause to be made with respect thereto, is satisfied that the applicant may be registered or that such applicant may be registered subject to the imposition of any conditions specified in section 105(2), then he shall cause to be recorded in the register particulars of the applicant and shall issue to the applicant a certificate as set out in Form C of the Second Schedule and on the issue of the certificate the applicant will thereupon be a registered teacher.

Refusal of registration.

6. (1) If upon receipt of an application made under the provisions of regulation 4 and after such inquiry as he considers necessary with respect thereto the Registrar General is satisfied that such application is not made in the manner

prescribed he may refuse to register the applicant on the ground specified in section 102(g).

[2] Upon such refusal under sub-regulation (1), the Registrar General shall issue to the applicant a notice of refusal to register.

Revocation of registration.

7. If the Registrar General issues a notice pursuant to section 106(1)(c) to revoke the registration of a teacher he shall cause to be recorded in the register such revocation once it has been effected.

Permit to teach.

8. A person who is not registered as a teacher under the Order and who falls within the category of persons specified in paragraphs (a), (b) and (c) of section 108(1) may apply for a permit to teach.

Application for a permit to teach.

9. An application for a permit to teach shall be made in Form D of the Second Schedule and shall be accompanied by —

(a) 3 passport size coloured photographs;

(b) a certified copy of the birth certificate of the applicant;

(c) a certified copy of the identity card or passport of the applicant;

(d) certified copies of academic qualifications or professional qualifications;

(e) a medical certificate issued by a government medical practitioner certifying that the applicant is free from any physical or mental disability or disease which may affect the applicant in the performance of his duties as a teacher or stating any disability or disease and to what extent it will affect the applicant in the performance of his duties;

(f) a certified copy of the work permit issued by the Department of Labour and which is still valid, if the applicant is not a citizen of Brunei Darussalam; and

(g) the fee prescribed in the First Schedule.

Issue of permit to teach.

10. (1) Permits to teach issued by the Registrar General shall specify the category of person set out in paragraph (a), (b) or (c) of section 108(1) to whom it is issued and every permit shall be issued subject to the payment of the fee prescribed in the First Schedule and subject to the conditions specified with regard to —

(a) the period for which the permit shall be valid —

Provided that the maximum period of validity is subject to sub-regulations (2) and (3) and that no condition with respect to the period of validity shall prejudice the right of the Registrar General to revoke the permit under the provisions of section 108(3);

(b) the educational institution or institutions in which a permit holder shall be permitted to teach;

(c) the subject or matters on which the permit holder shall be permitted to give instruction;

(d) the forms or classes or pupils which the permit holder shall be permitted to teach; and

(e) the language or languages which the permit holder shall be permitted to use as his medium of instruction.

(2) Permits to teach shall be as set out in Form E of the Second Schedule and may only be issued for a maximum period of 3 years.

(3) Notwithstanding sub-regulation (2), a permit to teach for a teacher who is not a citizen of Brunei Darussalam shall not be issued for a period exceeding the period of the validity of a work permit issued by the Department of Labour.

Keeping a permit to teach.

11. A permit to teach shall be kept by the teacher to whom the permit is issued and shall, upon request, be shown to the Registrar General or any officer who is under the direction and control of the Registrar General.

Extension of validity and renewal of permit to teach.

12. (1) A teacher may apply to extend the validity of his permit or to renew his permit by an application made in Form F of the Second Schedule and payment of the fee prescribed in the First Schedule.

(2) The Registrar General, upon receiving an application under sub-regulation (1) for an extension of the validity of a permit to teach, may by writing under his hand endorsed on the permit an extension, or by notice in writing extend the validity of the permit, for a period not exceeding 3 months or alter or amend any conditions subject to which a permit is issued or alter or amend any other particulars recorded thereon.

(3) Where the Registrar General receives an application under sub-regulation (1), sub-regulations 9(2) and (3) shall apply *mutatis mutandis*.

Changes in particulars.

13. (1) A teacher to whom a permit to teach has been issued shall report to the Registrar General any change in any of the particulars in the permit.

(2) An application to change any of the particulars in a permit to teach may be made in Form G of the Second Schedule.

(3) A person who contravenes sub-regulation (1) commits an offence and shall on conviction be liable to a fine not exceeding \$1,000.

Permits deemed to be cancelled in certain cases.

14. Without prejudice to the right of the Registrar to revoke a permit to teach under the provisions of section 108(3), a permit to teach issued to a teacher pending registration shall be deemed to be revoked upon such teacher becoming a registered teacher or on an appeal against dismissal by such teacher under the provisions of section 104.

Service of notices.

15. Any notice or order or communication required to be or which may be sent to or served on the holder of a permit to teach may be served by letter addressed to the educational institution or institutions in which such permit holder is authorised to teach.

Information to be supplied to Registrar General.

16. (1) Any report made pursuant to section 110 by a teacher or a teacher deemed to be registered to the effect that such teacher has commenced or has ceased teaching in a school shall be submitted to the Registrar General in duplicate in Form H or Form I (as the case may be) of the Second Schedule.

(2) A teacher who has filed an application for registration or a registered teacher shall submit a report in triplicate to the Registrar General specifying any

change as respects his academic qualifications occurring subsequent to the filing of his application for registration and when any additional such qualification is reported there shall be filed appropriate documents substantiating the same.

(3) The Registrar General upon receipt of any report made pursuant to this regulation shall forthwith cause an appropriate entry to be made in the register.

Alterations on certificates and permits.

17. (1) No alteration or amendment shall be made to any certificate or permit to teach except under the hand of the Registrar General.

(2) If the Registrar General makes any endorsement, alteration or amendment on a certificate or by notice served under the provisions of paragraph (c) of section 109, cancel, alter or add to any conditions imposed with respect to a teacher he shall cause appropriate entry to be made in the register.

Replacement of certificate of registration or permits to teach.

18. (1) The Registrar General may issue to a registered teacher or to the holder of a permit to teach on payment of the fee prescribed in the First Schedule a replacement certificate of registration or a replacement permit to teach in lieu of a certificate of registration or permit to teach which has been lost, destroyed, defaced or which for any other reason the Registrar General shall deem sufficient requires to be replaced on receipt of an application in Form I of the Second Schedule.

(2) Where a certificate of registration or permit to teach is alleged to be lost or destroyed, the registered teacher or the permit holder, as the case may be, before being issued with a replacement certificate or replacement permit shall file with the Registrar General a statutory declaration setting out the circumstances of the loss and declare that to the best of his knowledge and belief the certificate or permit cannot be found or recovered.

(3) Except where a certificate or permit to teach is lost or destroyed a replacement certificate or replacement permit shall be issued under the provisions of sub-regulation (1) only upon the surrender of such certificate or permit.

(4) Where a replacement certificate or replacement permit to teach is issued in lieu of a certificate or permit to teach which has been lost, the certificate or permit which is lost shall be deemed to be cancelled for the purpose of section 109.

(5) The replacement certificate or replacement permit to teach issued by the Registrar General under sub-regulation (1) shall contain the word "REPLACEMENT".

FIRST SCHEDULE
(regulations 4, 9 and 18)

FEES

- | | | |
|--|---|----------|
| (a) By an applicant for registration on submitting his application | - | \$100.00 |
| (b) For the issue or renewal of a permit to teach | - | \$50.00 |
| (c) For the issue of a replacement certificate or permit to teach | - | \$50.00 |

SECOND SCHEDULE
(regulations 3, 4, 5, 9, 10, 12, 13, 16 and 18)

FORM A

FORM OF THE REGISTER

Full name:	Register No.:	
.....		
Other names:		
.....		
Certificate of Registration/Permit to Teach No.:		
.....		
Home address in Brunei		
.....		
.....		
.....		
Name and address of educational institution:		
.....		
.....		
.....		
Position:		
Date of Birth:..... Identity Card no.:..... Colour:.....		

Affix
Photograph
securely
here

Place of birth:

Country:..... State/District.*

Citizenship:.....

Passport No.: Place of issue:

Date of issue: Date of expiry:

Academic qualification

Professional qualifications

1.

1.

2.

2.

Subject qualified to teach

Subjects	Medium of Instruction	Level
1.		
2.		
3.		
4.		
5.		
6.		

.....
(Date)

.....
(Signature and Stamp of Registrar General)

Restriction if any imposed under section 105(2)

*Delete where inapplicable

FOR OFFICIAL USE ONLY

1 st Change Signature: Date:	2 nd Change Signature: Date:	3 rd Change Signature: Date:
4 th Change Signature: Date:	5 th Change Signature: Date:	6 th Change Signature: Date:
7 th Change Signature: Date:	8 th Change Signature: Date:	9 th Change Signature: Date:
10 th Change Signature: Date:	11 th Change Signature: Date:	12 th Change Signature: Date:
Observation or remarks:		Form compared and checked with application form.

Initials:

Date:

FORM B

EDUCATION (REGISTRATION OF TEACHERS) REGULATIONS, 2004
(regulation 4)

APPLICATION FOR REGISTRATION AS A TEACHER

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

Photograph of Applicant

Sir,

1. I herewith submit particulars of myself as under and request you to register me as a teacher.

2. Enclosed herewith —

- (a) 3 copies of application forms
- (b) 3 copies of my photograph with the signature of the principal or headmaster at the back.
- (c) An application fee of \$100.00 in —

☐

Cash

☐

Cheque no.:

Bank:

(Name of bank)

.....
(Signature of applicant)

(Date)

Full name:.....

Identity Card no.: Colour:

Passport no.:

PART I – PARTICULARS OF APPLICANT *(To be completed by applicant)*

1. Personal particulars:

- (a) Name in full:
- (b) Date of birth:
- (c) Place of birth:
- (d) Sex:
- (e) Religion:
- (f) Nationality:
- (g) Race:
- (h) Marital status:
- (i) Number of children:

2. Identity Card:

- (a) Brunei Identity Card no.: Colour:
- (b) Other identity card (if any):

3. Passport:

- (a) Passport no.:
- (b) Date of issue:
- (c) Date of expiry:
- (d) Place of issue:

4. Spouse:

- (a) Name:
- (b) Passport no.: Identity Card no.:
- (c) Nationality:
- (d) Occupation:

5. Father's name in full:

6. Date of first entry to Brunei Darussalam:

7. (a) Home address in Brunei Darussalam:

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

(b) Home address in country of domicile:

.....

.....

8. Particulars of academic qualification:

No.	Qualification	Name and address of educational institution	Duration of Course	Year Obtained

9. Particulars of professional qualification:

No.	Qualification	Name and address of educational institution	Duration of Course	Year Obtained

10. Particulars of other qualifications, if any:

No.	Qualification	Name and address of educational institution	Duration of Course	Year Obtained

11. Details of all employment (educational and non-educational):

No.	Name and address of educational institution and other employment	Nature of employment	Date	
			From	Until

	Present employment			

12. Name and address of educational institution in which employment is sought:

.....

13. Position sought:

14. Proposed duration of employment:

15. Subjects which applicant is qualified to teach and for which a Certificate of Registration is requested:

No.	Subject	Medium of instruction	Level (from primary grade)

16. References (Two references as to the character of the applicant by persons who have known the applicant personally for more than 2 years):

No.	Name and address of referees whose letters of commendations are attached	Occupation	Period during which referees have known applicant personally

17. ** I attach a medical certificate as required by regulation 4(1)(e) of the Education (Registration of Teachers) Regulations, 2004 signed by a Government medical practitioner
(Name of doctor)

in
(Name of town in Brunei Darussalam)

.....
(Date)

.....
(Signature of applicant)

PART II – DECLARATION

(To be completed by the head teacher/principal of the educational institution at which applicant is to be employed)

18. The applicant has been/shall be engaged to teach * in
.....
.....
(Name and address of educational institutions)

with effect from

.....
(Date)

19. The salary to be offered per month is
B\$.....

.....
(Signature and stamp of head teacher/principal)

.....
(Date)

Name:

Identity Card no.: Colour:

Passport no.:

PART III – FOR OFFICIAL USE ONLY

20. Decision of the Registrar General

☐

Approved

(a) Permit no.:

(b) Date of issue: Expiry date:

(c) Certificate of Registration no.:

(d) Date:

(e) Subjects approved

(i) (iv)

(ii) (v)

(iii) (vi)

(f) Medium of instruction:

(g) Educational institution:

(Name and address of educational institution)

.....
.....

☐

Not Approved

.....
(Signature and stamp of Registrar General)

.....
(Date)

* Delete where not applicable

** If applicant is not a citizen of Brunei Darussalam, this section must be completed on arrival in Brunei Darussalam.

Serial No. :

FORM C

**EDUCATION (REGISTRATION OF TEACHERS)
REGULATIONS, 2004
(regulation 5)**

CERTIFICATE OF REGISTRATION AS A TEACHER

Date of issue

No.:

This is to certify that

.....
has been registered as a teacher under section 105(1) of the Education Order,
2003. This certificate is

valid for teaching in

.....
(Name of educational institution)

at

.....
(Address of educational institution)

through the medium of in the following subjects:

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

.....
(Signature and stamp of Registrar General)

(Date)

PARTICULARS OF THE HOLDER

Certified
photograph

Passport no. : Date of expiry.:

Identity Card no.: Colour:

Identity Card no. of country of origin: Colour:

Nationality: Race: Religion:

Date of birth: Place of birth: Sex:

Home address in country of domicile:

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

Home address in Brunei Darussalam:

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

Academic qualification:

Professional qualification:

APPOINTMENTS HELD

Date	Name and address of educational institution	Reference	Signature of Registrar General

Notice :

The attention of the holder of the Certificate is drawn to the Education Order, 2003, in particular sections 106, 109 and 110.

FORM D

EDUCATION (REGISTRATION OF TEACHERS) REGULATIONS, 2004
(regulation 9)

APPLICATION FOR A PERMIT TO TEACH

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

Photograph
of
Applicant

Sir,

1. I seek to apply for a permit to teach in an educational institution.
2. Enclosed herewith are —
 - (a) 2 copies of the application for a permit to teach;
 - (b) 1 photograph with applicant's name and Identity Card/Passport number written on the back (in addition to the photographs on the application forms);
 - (c) a certified copies of the following documents;
 - (i) identity card/passport;
 - (ii) work permit (if relevant);
 - (iii) academic and professional qualification certificates; and
 - (d) an application fee of \$50.00 in —

☐

Cash

☐

Cheque No.:

Bank:

(Name of bank)

.....
(Signature of applicant)
(Date)

BRUNEI DARUSSALAM GOVERNMENT GAZETTE

Full name:.....

Identity Card no.:..... Colour:

Passport no.:

(* Delete where appropriate)

PART I – PARTICULARS OF APPLICANT *(To be completed by applicant)*

1. Personal particulars:

(a) Full name:

(b) Date of birth:

(c) Place of birth: Birth Certificate no.:

(d) Sex.:

(e) Marital status:

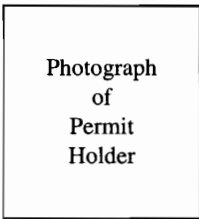
(f) Religion:

(g) Nationality: Race:

(h) Identity Card no. and colour: Date of issue:

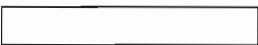
(i) Passport no./Place of issue:

(j) Date of issue/expiry of passport:

FORM E**EDUCATION (REGISTRATION OF TEACHERS) REGULATIONS, 2004**
(regulation 8)**PERMIT TO TEACH**


Photograph
of
Permit
Holder

Date of issue.....

No. 

.....
(Name and Identity Card no. and colour)

is hereby authorized to teach the subjects listed below in
at

.....
(Address of educational institution)

.....
This permit expires on the day of 200.....

Subjects, medium of instruction and level:

Subject	Medium of Instruction	Level
(a)		
(b)		
(c)		

.....
(Signature and stamp of Registrar General)

.....
(Date)

FORM F

EDUCATION (REGISTRATION OF TEACHERS) REGULATIONS, 2004
(regulation 12)

APPLICATION FOR EXTENSION OF PERIOD OF A PERMIT TO TEACH

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

Photograph
of
Applicant

1. I seek to apply for an extension of period of a permit to teach in an educational institution.

2. Enclosed herewith are —

- (a) a certified copy of a permit to teach;
- (b) a certified copy of work permit if relevant;
- (c) the prescribed fee of \$50.00 in

☐

Cash

☐

Cheque No.:

Bank:

(Name of bank)

.....
(Signature of applicant)

Full name:

Identity Card no./Passport no.:

Date:

PART 1**TO BE FILLED BY APPLICANT**

1. Full name:
2. Identity Card no./Passport no.:
3. Permit to teach no.:
4. Date issued:
5. Expiry date.....
6. Record of teaching since permit to teach issued:

No.	Subject	Level of study	Name of educational institution	Period of teaching	
				From	Until

7. Extension period applied (not more than 3 years):
year/years.

.....
(Signature of applicant)

.....
(Date)

PART 2

TO BE FILLED BY REGISTRAR GENERAL

Decision of Registrar General:

☐

Approved

Extension period

☐

Not approved

Official stamp

.....
(Signature of Registrar General)

.....
(Date)

FOR OFFICE USE

APPLICATION APPROVED

Changes made on:

Signature of officer:

Date:

FORM G

EDUCATION (REGISTRATION OF TEACHERS) REGULATIONS, 2004
(regulation 13)

APPLICATION TO CHANGE PARTICULARS IN A PERMIT TO TEACH

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

1. I seek to apply to make changes on my permit to teach.
2. Enclosed herewith are —
 - (a) 2 copies of the application to change particulars in a permit to teach;
 - (b) a copy of permit to teach;
 - (c) certified copies of academic and professional qualifications.

.....
(Signature of applicant)

.....
(Date)

PART 1

TO BE FILLED BY APPLICANT

1. Full name:
2. Permit to teach no.:
3. Date issued:
4. Expiry date:
5. Particulars of changes:

BRUNEI DARUSSALAM GOVERNMENT GAZETTE

Approval given	Changes applied		Reasons of change
	Subject	Level of Study	

PART 2

TO BE FILLED BY REGISTRAR GENERAL

Decision of Registrar General:

☐

Approved

☐

Not approved

.....
(Signature of Registrar General)

.....
(Date)

FOR OFFICE USE
APPLICATION APPROVED

Changes made on:

Signature of officer:

Date:

FORM H

EDUCATION (REGISTRATION OF TEACHERS) REGULATIONS, 2004
(regulation 16{1})

REPORT ON COMMENCEMENT OF TEACHING

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

I

.....
(Full name)

of

.....
(Address)

wish to report that I have been employed as a teacher in

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

at

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

..... with effect from

I enclose herewith my Teacher's Certificate of Registration No. for
endorsement.

Official
stamp

.....
(Signature of Teacher)

.....
(Signature of head teacher/principal)

.....
(Date)

.....
(Date)

BRUNEI DARUSSALAM GOVERNMENT GAZETTE

This form together with the Teacher's Certificate of Registration should be sent by Registered Post.

NOTE

A registered teacher deemed to be registered is bound by virtue of section 104 of the Education Order, 2003, within 14 days of commencing to be employed in a school to report the fact to the Registrar General.

FOR OFFICE USE ONLY

Date received by Registrar General:

FORM F

EDUCATION (REGISTRATION OF TEACHERS) REGULATIONS, 2004
(regulation 16(1))

REPORT ON CESSATION OF TEACHING EMPLOYMENT

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

I

.....
(Full name)

ceased to be employed in the
(Name of the Educational Institution)

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

with effect from:

I attach herewith —

My Teacher's Registration Certificate no.*

Permit To Teach no.*

My future address until further notice will be

Official
stamp

.....
(Signature of teacher)

.....
(Signature of head teacher/principal)

.....
(Date)

.....
(Date)

NOTE

A registered teacher deemed to be registered is bound by virtue of the Education Order, 2003, within 14 days of ceasing to be employed at a school to report the fact to the Registrar General.

* Delete where not applicable.

FORM J

EDUCATION (REGISTRATION OF TEACHERS) REGULATIONS, 2004
(regulation 18)

**APPLICATION FOR REPLACEMENT OF CERTIFICATE OF
REGISTRATION/PERMIT TO TEACH**

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

Sir

I wish to apply for a copy of my Certificate of Registration/Permit to Teach* No.
..... as replacement for the original which has been —

☐

Lost

☐

Destroyed

☐

Defaced

☐

.....
(state if the reason is other than the above)

2. Enclosed herewith —

- (a) Statutory Declaration of loss/destruction
- (b) Certificate of Registration/Permit To Teach* No. which has been defaced
- (c) Receipt of payment for lost/defaced/destroyed* Certificate of Registration/Permit to Teach*
- (d) Application fee of \$50.00 in —
 - ☐ cash
 - ☐ cheque no.: Name of bank:

.....
(Signature of applicant)
(Date)

Full name:
Address:
Identity Card no.: Colour:
Passport no.:

Delete (*) where not applicable
Please tick (/) in relevant box

Made this 13th. day of Zulkaedah, 1424 Hijriah corresponding to the
6th. day of January, 2004.

PEHIN ORANG KAYA LAILA WIJAYA DATO SERI SETIA
HAJI AWANG ABDUL AZIZ BIN BEGAWAN PEHIN
UDANA KHATIB DATO SERI PADUKA HAJI AWANG UMAR
Minister of Education,
Brunei Darussalam.