

No. S 2

EDUCATION ORDER, 2003

EDUCATION (REGISTRATION OF EDUCATIONAL INSTITUTIONS)
REGULATIONS, 2004

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EDUCATION ORDER, 2003

EDUCATION (REGISTRATION OF EDUCATIONAL INSTITUTIONS)
REGULATION, 2004

In exercise of the power conferred 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 and non-application.

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

(2) Regulations 3, 7, 9, 12, 13, 14, 16, 19, 20 and the Eighth Schedule shall not apply to government educational institutions.

Interpretation.

2. In this 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 posters or notices;
- (c) circular, 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 subsection 79(1) of the Order;

"certificate of registration of governor" means a certificate of registration of governor issued under regulation 11 as provided in subsection 88(1) of the Order;

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

"document" includes —

(a) any letters, figures, marks, symbols, signals, inscriptions, writing, sign, caricature, picture, drawing, or other representation 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;

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

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

"permit" means a permit issued under regulation 8 as provided in subsection 88(2) of the Order;

"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 subsection 72(1) of the Order;

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

"skill centre" means an educational institution which specifically provides skills training or 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 educational institution or any person to prepare 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 premises shall be registered separately.

Application for registration of governors.

5. An application for registration of a governor 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 acknowledge receipt in writing of each application made to him and issue a receipt therefor.

(2) A person who makes an application under regulation 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. Pending the Registrar General's decision on an application under regulation 3, the Registrar General may in his discretion issue a provisional certificate of registration in Form A of the Second Schedule.

Permit to act as governor.

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

Certificate of registration.

9. (1) A certificate of registration issued by the Registrar General to an educational institution under subsection 79(1) of the Order shall be in the form of Form A of the Third Schedule.

(2) A certificate of registration issued under regulation (1) shall be valid for a period of 5 years.

(3) A certificate may be renewed upon an application made to the Registrar General in Form B of the Third Schedule and upon payment of the fee prescribed in the Eighth 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 facts stated in Form A of the Fourth Schedule;

(b) with regard to the registration of a private school or a private educational institution according to the facts stated in Form B of the Fourth Schedule;

(c) with regard to the registration of a distance education centre according to the facts stated in Form B of the Fourth Schedule; and

(d) with regard to the registration of a correspondence school according to the facts stated 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.

11. A certificate of registration issued to a governor 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 79(1) of the Order or the provisional certificate of registration has been issued therein under subsection 78(1) of the Order.

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 premises shall be made to the Registrar General within a period of not less than 3 months prior to the change of address or alteration to those premises is made.

(2) An application under sub-regulation (1) shall be made in a prescribed form in the Sixth Schedule and shall be accompanied with the fee prescribed in the Eighth 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 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 a copy of the permit to replace the certificate of registration, the provisional certificate of registration, the certificate of registration of governors or a copy of the permit 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 a copy of the

permit, the Registrar General shall issue a copy thereof with the word "REPLACEMENT" stamped on the front page of the copy of the said certificates 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.

Account of the private educational institution to be audited.

18. The 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 referred to in paragraph (a) is audited by a qualified auditor; and

(c) shall submit to the Registrar General a copy of the report by the auditor referred to in paragraph (b) not later than 30 June of the following year.

Cessation of operation of the educational institution.

19. (1) An educational institution desiring to cease operation, notwithstanding the provisions of any other written law, shall —

(a) give at least 3 months notice of its intention to do so to the Registrar General; and

(b) publish its intention to do so in at least one Malay language newspaper and in one newspaper in any other language, at least 3 months prior to its cessation.

{2} When an educational institution has ceased operation, the Chairman or any other person responsible for the 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 to the Director General.

{3} For the purpose of sub-regulation (2), the certificate of registration and permit mentioned in sub-regulation (2) includes a copy of the 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 \$10,000 or imprisonment for a term not exceeding 6 months.

FIRST SCHEDULE

FORM A

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

PART I**GENERAL**

Please tick (✓) in the relevant boxes. (*) Delete whichever is not applicable

A. PARTICULARS OF INSTITUTION

1. Name of institution:

2. Address of institution:

.....

.....

.....

..... Postcode:

Telephone no.:

Fax no.:

E-mail:

3. Approval of establishment reference no.:

Date of approval:

4. Type of institution:

☐ kindergarten

☐ primary school

☐ secondary school

☐ college

☐ tuition centre

☐ others
(specify)

.....

.....

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 DIRECTOR 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)

F. MANAGEMENT

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

Full name:

.....

Identity Card no. 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. colour:

Citizenship: Race: Religion:

Date of birth: Place of birth: Sex:

Passport no.: Place of issue:

Date of expiry of passport:

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:

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

☐ 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

.....

.....

(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- Educational		

(Please enclose separate sheets if the column 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)

FIRST SCHEDULE

FORM B

**EDUCATION (REGISTRATION OF EDUCATIONAL INSTITUTIONS)
REGULATIONS, 2004
(regulation 5)**

**APPLICATION FOR REGISTRATION AS A GOVERNOR
OF AN EDUCATIONAL INSTITUTION**

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

Sir

I submit, herewith, my application for registration as a governor

of
(Name of the Educational Institution)

at
(Address)

.....
.....

.....
(Signature of applicant)

Full name:

.....

Identity Card no. and colour:

.....

Passport no.:

.....

Date:

PART I

TO BE FILLED BY APPLICANT

1. Full name:

.....

.....

(capital letters)

2. Identity Card no. and colour:

.....

3. Citizenship: 4. Race:

5. Religion: 6. Sex:

7. Date of birth: 8. Place of birth:

9. Qualifications:

(a) Professional

.....

.....

(b) Academic

.....

.....

10. Address:

(a) In Brunei Darussalam

.....

.....

Phone no.: Mobile phone no.:

E-mail:

(b) In country of domicile

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

Phone no.: Mobile phone no.:

E-mail:

11. Occupation:

.....
.....

12. Name and address of employer:

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

Postcode: Phone no.:

13. Working experience including as a governor

No.	Name and address of institution or organisation	Date		Post
		From	To	

14. Declaration by applicant

I hereby certify that —

- (a) I have not been convicted of an offence by any court and have never been sentenced to imprisonment or to a fine as specified in section 89(a) of the Education Order, 2003; and
- (b) all information specified above are correct.

.....
(Signature of applicant)

.....
(Date)

PART II

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

I certify that

(Name of applicant)

that has been named/elected/appointed* by

(Nominating/electing/appointing party)

..... under paragraph

(Paragraph no. of instrument)

instrument of government of school/educational institution

.....

.....

(Name of the Educational Institution)

.....

(Signature of Chairman, Board of Governors)

(Date)

Official stamp

Full name:

.....

.....

Identity Card no. and colour:

.....

Passport no.:

.....

PART III

FOR OFFICIAL USE ONLY

Decision of the Registrar General

☐

Approved

☐

Not approved

Details of Permit or Certificate of Registration

(a) Permit

No.:
Date of issue:
Date of expiry:
Signature of officer:

(b) Certificate of Registration

No.:
Date of issue:
Date of expiry:
Signature of officer:

SECOND SCHEDULE

FORM A

EDUCATION (REGISTRATION OF EDUCATIONAL INSTITUTIONS)
REGULATIONS, 2004
(regulation 7)

PROVISIONAL CERTIFICATE OF REGISTRATION OF EDUCATIONAL INSTITUTION

Certificate of Registration No.

This is to certify that

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

addressed at

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

is registered on temporary basis under the Education Order, 2003.

CONDITION OF THE PROVISIONAL REGISTRATION

- (i) This provisional certificate of registration expires on.....
unless an extension period is given.
- (ii) This certificate can be revoked at any time by a written notification in
accordance with the provision of section 86(2) of the Education Order, 2003.

Official stamp

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

For action:

For an extended provisional registration

Extension	Date of Approval	Date of Expiry	Signature of the Registrar General
First			
Second			

SECOND SCHEDULE

FORM B

EDUCATION (REGISTRATION OF EDUCATIONAL INSTITUTIONS)
REGULATIONS, 2004
(regulation 8)

PERMIT TO ACT AS GOVERNOR

Permit No.:

This is to certify that

.....
.....
(Name of the Governor and Identity Card no. and Colour/Passport no.)

is registered temporarily to act as a governor for

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

addressed at

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

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

Extension	Date of Approval	Date of Expiry	Signature of the Registrar General
First			
Second			

THIRD SCHEDULE**FORM A**

**EDUCATION (REGISTRATION OF EDUCATIONAL INSTITUTIONS)
REGULATIONS, 2004
(regulation 9)**

CERTIFICATE OF REGISTRATION OF THE EDUCATIONAL INSTITUTION

Certificate of Registration No.:

This is to certify that

.....

(Name of the Educational Institution)

at

.....

(Address of the Educational Institution)

is registered under the Education Order, 2003.

This Certificate of Registration expires on

.....
(Date)

CONDITIONS OF REGISTRATION

- (i) This Certificate of Registration is not transferrable.
- (ii) Any variation or amendment to any conditions need prior approval of the Registrar General.
- (iii) This Certificate of Registration shall be exhibited at a conspicuous place in the premises of the educational institution.
- (iv) Number of approved and registered rooms (Appendix A)
- (v) Approved courses (Appendix B)

Official stamp

.....
(Signature of Registrar General)

(Date)

For the Renewal of the Certificate of Registration

Date of first registration:

Reference no.:

APPENDIX A

THE APPROVED ROOMS

Certificate of Registration No.:

Name of the Educational Institution:

.....

.....

.....

Room No.	Use of Room	Number of Students (Maximum)
.....		
.....		
.....		
.....		
.....		
.....		
.....		
.....		
.....		
.....		

Room No.	Use of Room	Number of Students (Maximum)
.....		
.....		
.....		
.....		
.....		
.....		
.....		
.....		
.....		
.....		

Number of rooms registered: roomsTotal number of students allowed: persons

Official stamp

.....

(Signature of Registrar General)

(Date)

APPENDIX B

PARTICULARS OF COURSES OF STUDY/TRAINING PROGRAMMES

Certificate of Registration No.:

Name of Educational Institution:

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.

THIRD SCHEDULE

FORM B

**EDUCATION (REGISTRATION OF EDUCATIONAL INSTITUTION)
REGULATIONS, 2004
(regulation 9(3))**

APPLICATION FOR RENEWAL OF CERTIFICATE OF REGISTRATION

Certificate of Registration No.:

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

I seek to apply for renewal of the registration of

.....
.....

(Name of Educational Institution)

which expires on

.....

(Date)

2. I enclose herewith the following —

- (a) Certificate of Registration
- (b) Application for registration fee of \$ in cash/bank draft
no. * Bank
- (c) Fee structure for courses of studies/training programme.

Yours sincerely

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

Full Name:

Passport no./Identity Card no. and colour:

Date:

* Delete whichever is not applicable

For action:

Provisional Certificate of Registration: Date of Issue:

Date of Expiry:

Certificate of Registration:

Date of Issue:

Date of Expiry:

PART I

GENERAL

Please tick (/) in the relevant boxes. (*) Delete whichever is not applicable.

A. PARTICULARS OF INSTITUTION

1. Name of institution :

Address of institution :

.....

.....

..... Postcode :

Telephone no.:

Fax no.:

E-mail:

3. Approval of establishment reference no.:

Date of approval:

4. Type of institution:

☐ kindergarten

☐ primary school

☐ secondary school

☐ college

☐ tuition centre

☐ others
(specify)

.....

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:

BRUNEI DARUSSALAM GOVERNMENT GAZETTE

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. 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

.....

.....

.....

.....

.....

.....

.....

.....

.....

(b) Country of domicile

.....

.....

.....

.....

.....

Phone no.: Mobile phone no.:
E-mail:

10. Particulars regarding head teacher/chief executive officer

Full name:
.....
.....

Identity Card no. colour:

Citizenship: Race: Religion:

Date of birth: Place of birth: Sex:

Passport no.: Place of issue:

Date of expiry of passport:

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:

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

.....

.....

(b) Academic

.....

.....

BRUNEI DARUSSALAM GOVERNMENT GAZETTE

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- Educational		

(Please enclose separate sheets if the column 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)**FOURTH SCHEDULE****FORM A****EDUCATION (REGISTRATION OF EDUCATIONAL INSTITUTIONS)
REGULATIONS, 2004**

(regulation 10(1) paragraphs (b), (c) and (d))

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

Register No.:

1. Name of the 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:

BRUNEI DARUSSALAM GOVERNMENT GAZETTE

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

3. Type of educational institution:
.....
4. Level of courses/training program:
.....
5. Type of courses/training program:
.....
6. Mode of delivery:
.....
7. Medium of instruction:
.....
8. Curriculum:
.....
9. Sponsorship:
.....
10. Name of the Chairman of the Board of Governor:
.....
 Identity Card no. and colour: Race:
 Certificate of Registration no.:

Amendment	Certificate of Registration No.	Name of the Chairman of the Board of Governors	Identity Card no. and Colour/ Passport	Race	Signature of Registrar General	Date
First						
Second						
Third						

11. Registration of Governors:

No.	Certificate of Registration No.	Name of Governors	Identity Card no. and Colour/ Passport	Race	Date of Registration	Signature of Registrar General

12. Provisional certificate of registration (where appropriate):

Provisional certificate of registration no.:

Date of issue: Date of Expiry:

Extension Period of Provisional Certificate of Registration of the Educational Institution.

Extension	Provisional Certificate of Registration No.	Date of Issue	Date of Expiry	Signature of Registrar General	Date
First					
Second					
Third					

13. Certificate of Registration:

Certificate of Registration no.:

Date of issue : Date of Expiry:

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

FIFTH SCHEDULE

**EDUCATION (REGISTRATION OF EDUCATIONAL INSTITUTIONS)
REGULATIONS, 2004
(regulation 11)**

CERTIFICATE OF REGISTRATION AS GOVERNOR

Certificate of Registration No.:

This is to certify that

.....
.....
(Name of the Governor and Identity Card no. and colour)

is hereby registered as one of the Governors for

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

at

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

Official stamp

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

SIXTH SCHEDULE

**EDUCATION (REGISTRATION OF EDUCATIONAL INSTITUTIONS)
REGULATIONS, 2004
(regulation 14)**

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

Certificate of Registration No.:

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

I submit herewith an application for change of address of the premises/alteration* of the premises of the educational institution the particulars of which are as stated below :

Attached herewith the application fee of B\$ in cash/bank draft no.* of Bank.

Yours sincerely

Official stamp

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

Full Name :

Identity Card no. and colour:

Passport No.:

Date:

*Delete where inappropriate

PART I

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 address:
3. Particulars of Registration:
Certificate of Registration no.:
Date of registration: Date of expiry:
4. Particulars on the Chairman of the Board of Governors:
Full name:
Identity Card no. and colour/Passport no.:
Permit/Certificate of Registration no.*:
Date of issue:

PART II

WHERE APPLICATION IS FOR THE CHANGE OF ADDRESS
OF THE PREMISES

Please tick (✓) in the relevant box

5. Address of the new premise:

.....

 Postcode:

Telephone no:

Fax no.:

6. Information on Premises

(i) Type of premises:

☐ campus☐ office complex☐ shopping
complex☐ shop house☐ house☐ others
(specify)

.....

(ii) Ownership:

☐ owner☐ tenant

Amount of rent: \$ 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: hectares
(Please attach a copy of site plan of premises)

BRUNEI DARUSSALAM GOVERNMENT GAZETTE

7. Particulars of building:

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

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

8. Particulars Regarding Facilities:

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

9. Particulars of equipment for teaching and learning:

No.	Type of Facilities/Equipment	Usage	Total

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

10. Particulars of recreational facilities:

No.	Type of Recreational Facilities	Total

11. Particulars of other facilities:

No.	Type of Other Facilities	Total

PART III
WHERE APPLICATIONS IS FOR THE CHANGE OF PREMISES

Please tick (/) in the relevant boxes

13. Type of Alteration:

- Additional or room/building ☐
- Reduction of room/building ☐
- Change of number/usage of room ☐

14. Particulars of Alteration:

No.	Existing Room/Building	New Room/Building

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

PART IV

DECLARATION OF APPLICANT

I
(Name of applicant)

Identity Card no. and colour/Passport no.:
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 my handwriting;
- (c) I make this declaration in full belief that the information given are true and in accordance with the provisions of the Statutory Declarations Act, (Chapter 12); 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 Applicant)

.....
(Date)

SEVENTH SCHEDULE

EDUCATION (REGISTRATION OF EDUCATIONAL INSTITUTIONS)
REGULATIONS, 2004
(regulation 16)

APPLICATION FOR REPLACEMENT OF THE CERTIFICATE OF REGISTRATION/
PROVISIONAL CERTIFICATE OF REGISTRATION/CERTIFICATE OF REGISTRATION/
PERMIT OF GOVERNORS OF EDUCATIONAL INSTITUTION

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

1. I seek to apply for the replacement of certificate of registration/the provisional certificate of registration/the certificate of registration of governors/the permit of the governors* of an educational institution for the following reasons:

☐ lost

☐ defaced

2. Enclosed herewith:

☐ the defaced certificate of registration/provisional certificate of registration/permit

☐ police report no.

☐ application fee of \$ in cash/bank draft* no.
..... of bank.

Yours sincerely

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

Full Name:

Identity Card no. and colour:

Passport no.:

Designation:

Date:

* Delete where inappropriate.

* Please tick (/) in the appropriate box

EIGHTH SCHEDULE

**EDUCATION (REGISTRATION OF EDUCATIONAL INSTITUTIONS)
REGULATIONS, 2004
(regulations 3, 6, 9, 14 and 16)**

FEEs

1. Application for registration of —

(i)	kindergarten	\$200.00
(ii)	primary school	\$300.00
(iii)	secondary school	\$300.00
(iv)	college	\$300.00
(v)	skills center	\$400.00
(vi)	tuition center	\$400.00

2. Application for the renewal of registration of —

(i)	kindergarten	\$100.00
(ii)	primary school	\$150.00
(iii)	secondary school	\$150.00
(iv)	college	\$150.00
(v)	skills center	\$200.00
(vi)	tuition center	\$200.00

3. Application for change of address of the premises of —

(i)	kindergarten	\$50.00
(ii)	primary school	\$50.00
(iii)	secondary school	\$50.00
(iv)	college	\$50.00
(v)	skills center	\$50.00
(vi)	tuition center	\$50.00

4. Application for replacement of —

(i)	certificate of registration	\$20.00
(ii)	provisional certificate of registration	\$20.00
(iii)	permit	\$20.00

The fees for an application for the registration of educational institutions other than those in paragraphs 1 to 4 shall be determined by the Registrar General.

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.