

SUBSIDIARY LEGISLATION

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EDUCATION ACT
(CHAPTER 210)
EDUCATION (REGISTRATION OF EDUCATIONAL
INSTITUTIONS) REGULATIONS

S 2/04

Amended by
S 40/07

REVISED EDITION 2011

B.L.R.O. 6/2011

SUBSIDIARY LEGISLATION

**EDUCATION (REGISTRATION OF EDUCATIONAL INSTITUTIONS)
REGULATIONS**

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Education

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SUBSIDIARY LEGISLATION

Regulations made under section 128

**EDUCATION (REGISTRATION OF EDUCATIONAL INSTITUTIONS)
REGULATIONS**

Commencement: 24th January 2004

Citation and non-application.

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

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

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 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 section 79(1);

“certificate of registration of governor” means a certificate of registration of governor issued under regulation 11 as provided in section 88(1);

“chairman” means the chairman of the board of governors of an educational institution;

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“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 section 88(2);

“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 78(1);

“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 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 shall be in Form A of the Third Schedule.

(2) A certificate of registration issued under sub-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;

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(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 educational institution has been registered under section 79(1) or the provisional certificate of registration has been issued therein under section 78(1).

Advertisement.

13. (1) No advertisement regarding an educational institution may be made unless the 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 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 of —

(a) endorsing on the certificate the new address of the premises of the educational institution or the alteration made on the educational institution; or

(b) 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 such certificates or permit.

Fees 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 educational institution.

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Account of private educational institution to be audited.

18. The person responsible for the management of a private educational institution shall —

(a) prepare an annual financial statement for the preceding financial year ending 31st December each year;

(b) ensure the financial statement referred to in paragraph (a) is audited by a qualified auditor; and

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

Cessation of operation of 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 and certificate of registration of governors or permit to the Registrar General.

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(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 is guilty of an offence and liable on conviction to a fine not exceeding \$10,000 or imprisonment for a term not exceeding 6 months.

FIRST SCHEDULE

(regulation 3)

FORM A

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 \$
cash/bank draft *no.
of Bank

(Name of bank)

(b) A copy of the —

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

.....

(Signature of applicant)

Full name:

Passport/Identity Card no. and colour:

Date:

*Delete whichever is inapplicable

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Education

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FIRST SCHEDULE

FORM A — (continued)

PART I

GENERAL

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

A. PARTICULARS OF EDUCATIONAL INSTITUTION

1. Name of educational institution:
2. Address of educational institution:
.....
.....
.....
..... Postcode:
- Telephone no.:
- Fax no.:
- E-mail:
3. Approval of establishment reference no.:
- Date of approval:
4. Type of educational institution:

<input type="checkbox"/> kindergarten	<input type="checkbox"/> primary school	<input type="checkbox"/> secondary school
<input type="checkbox"/> college	<input type="checkbox"/> tuition centre	<input type="checkbox"/> others (specify)

B. PARTICULARS OF APPLICANT

5. Name of applicant:
6. Status of applicant:

<input type="checkbox"/> individual	<input type="checkbox"/> private limited company	<input type="checkbox"/> limited company
<input type="checkbox"/> society	<input type="checkbox"/> others (specify)	

FIRST SCHEDULE

FORM A

PART I — (continued)

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 Association
(iii) Others (specify)	(a) Certificate of Registration
	(b) Other relevant documents

FIRST SCHEDULE
 FORM A
 PART I — (continued)

C. PARTICULARS OF SHAREHOLDERS

Full Name	Passport/Identity Card no. and colour	Nationality	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 columns are insufficient)

FIRST SCHEDULE

FORM A

PART I — *(continued)*

D. PARTICULARS OF BOARD OF DIRECTOR OF COMPANY

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

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

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

(Please enclose separate sheets if columns are insufficient)

FIRST SCHEDULE

FORM A

PART I — (continued)

E. PARTICULARS OF BOARD OF GOVERNORS

Full Name	Passport/Identity Card no. and colour	Nationality	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 columns are insufficient)

FIRST SCHEDULE

FORM A

PART I — (continued)

F. MANAGEMENT

9. Particulars relating to the chairman of the board of governors:

Full name:

.....

Identity Card no. colour:

Nationality: 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:

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FORM A

PART I — (continued)

(b) Country of domicile

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

Phone no.: Mobile phone no.:

E-mail:

10. Particulars regarding head teacher/chief executive

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

Identity Card no. and colour:

Nationality: 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

.....
.....

FIRST SCHEDULE

FORM A

PART I — (continued)

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 head teacher or principal or chief executive —

- (i) Curriculum vitae of 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:

<input type="checkbox"/> campus building of educational institution	<input type="checkbox"/> office complex	<input type="checkbox"/> shopping complex
<input type="checkbox"/> shop house	<input type="checkbox"/> house	<input type="checkbox"/> others (specify)

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Education

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FIRST SCHEDULE

FORM A

PART I — (continued)

12. Particulars of land:

EDR no.: Lot no.:

Area:

Land condition (residential/commerical 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 copy of tenancy agreement)

14. Floor area of premises: square metre

(Please enclose copy of floor plan of premises)

Site area of premises hectares

(Please enclose 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)

FIRST SCHEDULE

FORM A

PART I — (continued)

16. Physical facilities:

No.	Type	No. of rooms/units
	Classroom Administration office Staff room Library Science laboratory Computer room Toilet (pupils) Toilet (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

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Education

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FIRST SCHEDULE

FORM A

PART I — *(continued)*

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)			

FIRST SCHEDULE

FORM A

PART I — (continued)

24. Particulars regarding teaching staff:

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

(Please enclose separate sheets if columns are insufficient).

FIRST SCHEDULE

FORM A

PART I — (continued)

I. PARTICULARS OF COURSES OF STUDY/TRAINING PROGRAMMES

No.	Name of Courses of Study/Training Programmes <i>(1)</i>	Level	Types of Courses/ Programmes <i>(2)</i>	Mode of Delivery <i>(3)</i>	Duration	Entry Qualification	Curriculum <i>(4)</i>	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.

FIRST SCHEDULE

FORM A

PART I — *(continued)*

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

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Education

[Subsidiary]

FIRST SCHEDULE

FORM A — (continued)

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 Registrar General:

Approved for registration

Not approved for registration

Official stamp

.....

(Signature of Registrar General)

.....

(Date)

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FIRST SCHEDULE

FORM A

PART III — *(continued)*

For action:

Certificate of
Registration no.

Date of Issue

Date of Expiry

.....
(Signature of Officer)

.....
(Date)

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Education

[Subsidiary]

FIRST SCHEDULE — (continued)

(regulation 5)

FORM B

APPLICATION FOR REGISTRATION AS GOVERNOR OF
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 educational institution)

at

.....

(Address)

.....

.....

.....

(Signature of applicant)

Full name:

.....

Identity Card no. and colour:

.....

Passport no.:

.....

Date:

.....

FIRST SCHEDULE

FORM B — (continued)

PART I

TO BE FILLED BY APPLICANT

1. Full name:
.....
.....
(capital letters)
2. Identity Card no. and colour:
.....
3. Nationality: 4. Race:
5. Religion: 6. Sex:
7. Date of birth: 8. Place of birth:
9. Qualifications:
 - (a) Professional
.....
.....
 - (b) Academic
.....
.....
10. Address in:
 - (a) Brunei Darussalam
.....
.....
Phone no.: Mobile phone no.:
 - E-mail:
 - (b) Country of domicile
.....
.....
.....
Phone no.: Mobile phone no.:
 - E-mail:

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FIRST SCHEDULE

FORM B

PART I — (continued)

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 Act (Chapter 210); and
- (b) all information specified above are correct.

.....
(Signature of applicant)

.....
(Date)

FIRST SCHEDULE

FORM B — (continued)

PART II

TO BE FILLED IN BY CHAIRMAN OF 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 educational institution)

.....
(Signature of chairman, board of governors)
(Date)

Official stamp

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

Identity Card no. and colour:
.....

Passport no.:
.....

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Education

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FIRST SCHEDULE

FORM B — *(continued)*

PART III

FOR OFFICIAL USE ONLY

Decision of 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

(regulations 7 and 8)

FORM A

PROVISIONAL CERTIFICATE OF REGISTRATION OF EDUCATIONAL INSTITUTION

Certificate of Registration No.

This is to certify that

.....

(Name of educational institution)

addressed at

.....

.....

.....

(Address of educational institution)

is registered on temporary basis under the Education Act (Chapter 210).

CONDITION OF 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 Act (Chapter 210).

Official stamp

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

For action:

For an extended provisional registration

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

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Education

[Subsidiary]

SECOND SCHEDULE — (continued)

FORM B

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 educational institution)

addressed at

.....

.....

(Address of 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:

The Provisional Registration The Period of Which Has Been Extended

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

THIRD SCHEDULE

(regulations 9(1) and (3))

FORM A

CERTIFICATE OF REGISTRATION OF EDUCATIONAL INSTITUTION

Certificate of Registration No.:

This is to certify that

.....
.....
(Name of educational institution)

at

.....
.....
(Address of educational institution)

is registered under the Education Act (Chapter 210)

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 needs 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 Renewal of Certificate of Registration

Date of first registration:

Reference no.:

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THIRD SCHEDULE

FORM A — (continued)

APPENDIX A

APPROVED ROOMS

Certificate of Registration No.:

Name of educational institution:

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

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

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

Number of rooms registered: rooms

Total number of students allowed: persons

Official stamp

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

THIRD SCHEDULE

FORM A — (continued)

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.

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Education

[Subsidiary]

THIRD SCHEDULE — (continued)

FORM B

APPLICATION FOR RENEWAL OF CERTIFICATE OF REGISTRATION

Certificate of Registration No.:

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

1. 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 chairman of board of governors)

Full Name:

Passport/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:

THIRD SCHEDULE

FORM B — (continued)

PART I

GENERAL

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

A. PARTICULARS OF EDUCATIONAL INSTITUTION

1. Name of educational institution:

2. Address of educational institution:

.....

.....

.....

..... Postcode:

Telephone no.:

Fax no.:

E-mail:

3. Approval of establishment reference no.:

Date of approval:

4. Type of educational 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)

.....

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Education

[Subsidiary]

THIRD SCHEDULE

FORM B

PART I — (continued)

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 Association
(iii) Others (specify)	(a) Certificate of Registration (b) Other relevant document

THIRD SCHEDULE

FORM B

PART I — (continued)

C. PARTICULARS OF SHAREHOLDERS

Full Name	Passport/Identity Card no. and colour	Nationality	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 columns are insufficient)

THIRD SCHEDULE

FORM B

PART I — *(continued)*

D. PARTICULARS OF BOARD OF DIRECTOR OF COMPANY

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

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

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

(Please enclose separate sheets if columns are insufficient)

THIRD SCHEDULE

FORM B

PART I — (continued)

E. PARTICULARS OF BOARD OF GOVERNORS

Full Name	Passport/Identity Card no. and colour	Nationality	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 columns are insufficient)

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Education

[Subsidiary]

THIRD SCHEDULE

FORM B

PART I — (continued)

F. MANAGEMENT

9. Particulars relating to chairman of board of governors:

Full name:

.....

Identity Card no. colour:

Nationality: 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:

THIRD SCHEDULE

FORM B

PART I — (continued)

(b) Country of domicile

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

Phone no.: Mobile phone no.:

E-mail:

10. Particulars regarding head teacher/chief executive

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

Identity Card no. colour:

Nationality: 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

.....
.....

LAWS OF BRUNEI

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[Subsidiary]

THIRD SCHEDULE

FORM B

PART I — (continued)

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 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:

<input type="checkbox"/> campus building of educational institution	<input type="checkbox"/> office complex	<input type="checkbox"/> shopping complex
<input type="checkbox"/> shop house	<input type="checkbox"/> house	<input type="checkbox"/> others (specify)

THIRD SCHEDULE

FORM B

PART I — (continued)

12. Particulars of land:

EDR no.: Lot no.:

Area:

Land condition (residential/commerical etc.):

.....

13. Ownership:

owner

tenant

Amount of rent: \$ 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)

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[Subsidiary]

THIRD SCHEDULE

FORM B

PART I — *(continued)*

16. Physical facilities:

No.	Type	No. or rooms/units
	Classroom	
	Administration office	
	Staff room	
	Library	
	Science laboratory	
	Computer room	
	Toilet (pupils)	
	Toilet (staff)	
	Other (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

THIRD SCHEDULE

FORM B

PART I — (continued)

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

.....

.....

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Education

[Subsidiary]

THIRD SCHEDULE

FORM B

PART I — *(continued)*

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)			

THIRD SCHEDULE

FORM B

PART I — (continued)

24. Particulars regarding teaching staff:

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

(Please enclose separate sheets if column above are insufficient).

THIRD SCHEDULE

FORM B

PART I — (continued)

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.

THIRD SCHEDULE

FORM B

PART I — *(continued)*

J. PARTICULARS REGARDING FEES

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

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[Subsidiary]

THIRD SCHEDULE

FORM B — *(continued)*

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)

THIRD SCHEDULE

FORM B

PART III

FOR OFFICIAL USE ONLY

Decision of 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)

LAWS OF BRUNEI

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Education

[Subsidiary]

FOURTH SCHEDULE

(regulations 10(1)(b), (c) and (d))

FORM B

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

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>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 programmes:

5. Type of courses/training programmes:

6. Mode of delivery:

7. Medium of instruction:

FOURTH SCHEDULE

FORM B — (continued)

8. Curriculum:

.....

9. Sponsorship:

.....

10. Name of chairman of board of governor:

.....

Identity Card no. and colour: Race:

Certificate of Registration no.:

Amendment	Certificate of Registration No.	Name of chairman of 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:

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Education

[Subsidiary]

FOURTH SCHEDULE

FORM B — (continued)

Extension Period of Provisional Certificate of Registration of 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)

LAWS OF BRUNEI

Education

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[Subsidiary]

FIFTH SCHEDULE

(regulation 11)

CERTIFICATE OF REGISTRATION AS GOVERNOR

Certificate of Registration No.:

This is to certify that

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

is hereby registered as one of the governors for

.....
(Name of educational institution)

at

.....
(Address of educational institution)

Official stamp

.....
(Signature of Registrar General)

(Date)

LAWS OF BRUNEI

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Education

[Subsidiary]

SIXTH SCHEDULE

(regulation 14(2))

APPLICATION FOR CHANGE OF ADDRESS OR ALTERATION OF PREMISES
OF 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 educational institution the particulars of which are as stated below:

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

Yours sincerely

Official stamp

.....
(Signature of chairman of board of governors)
(Date)

Full Name :

Identity Card no. and colour:

Passport No.:

Date:

*Delete whichever is not applicable

SIXTH SCHEDULE — (continued)

PART I

TO BE FILLED IN BY CHAIRMAN OF 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 chairman of 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 CHANGE OF ADDRESS OF PREMISES

Please tick (✓) in the relevant box

5. Address of new premises:
.....
.....
..... Postcode:
Telephone no.:
Fax no.:

LAWS OF BRUNEI

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Education

[Subsidiary]

SIXTH SCHEDULE

PART II — (continued)

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 copy of tenancy agreement)

(iii) Floor area of premises: square metres

(Please attach copy of floor of premises)

(iv) Site area of premises: hectares

(Please attach copy of site plan of premises)

7. Particulars of building:

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

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

SIXTH SCHEDULE

PART II — (continued)

8. Particulars regarding facilities:

No.	Type	No. or 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 building plan for new premises by numbering every room).

10. Particulars of recreational facilities:

No.	Type of Recreational Facilities	Total

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Education

[Subsidiary]

SIXTH SCHEDULE

PART II — (continued)

11. Particulars of other facilities:

No.	Type of Other Facilities	Total

PART III

WHERE APPLICATION IS FOR CHANGE OF PREMISES

Please tick (✓) in the relevant boxes

12. Type of Alteration:

Additional or room/building

Reduction of room/building

Change of number/usage of room

13. Particulars of Alteration:

No.	Existing Room/Building	New Room/Building

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

SIXTH SCHEDULE — (continued)

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 in 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 teachers employed in the educational institution are free from any criminal record.

Signed and declared by me,

Official stamp

.....
(Signature of Applicant)

.....
(Date)

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Education

[Subsidiary]

SEVENTH SCHEDULE

(regulation 16(1))

APPLICATION FOR REPLACEMENT OF CERTIFICATE OF REGISTRATION/
PROVISIONAL CERTIFICATE OF REGISTRATION/CERTIFICATE OF
REGISTRATION OF GOVERNORS/PERMIT 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 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 chairman of board of governors)

Full Name:

Identity Card no. and colour:

Passport no.:

Date:

* Delete whichever is inapplicable

* Please tick (✓) in the applicable box

EIGHTH SCHEDULE

(regulations 3, 9(3), 14(2) and 16(2))

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 centre	\$400.00
	(vi) tuition centre	\$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 centre	\$200.00
	(vi) tuition centre	\$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 centre	\$ 50.00
	(vi) tuition centre	\$ 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.