



NEGERI MELAKA

Warta Kerajaan

DITERBITKAN DENGAN KUASA

GOVERNMENT OF MALACCA GAZETTE

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*TAMBAHAN No. 1
PERUNDANGAN*

M. P.U. 1.

**ENAKMEN PENGAWALAN SEKOLAH-
SEKOLAH AGAMA ISLAM
(MELAKA) 2002**

**PERATURAN-PERATURAN PENDAFTARAN
SEKOLAH-SEKOLAH AGAMA ISLAM (MELAKA) 2003**

SUSUNAN PERATURAN

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4. Perakuan pendaftaran.
5. Pendaftaran berasingan bagi setiap peringkat sekolah.
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JADUAL PERTAMA

JADUAL KEDUA

JADUAL KETIGA

ENAKMEN PENGAWALAN SEKOLAH-SEKOLAH
AGAMA ISLAM (MELAKA) 2002

PERATURAN-PERATURAN PENDAFTARAN SEKOLAH-SEKOLAH
AGAMA ISLAM (MELAKA) 2003

PADA menjalankan kuasa yang diberikan oleh seksyen 38 Enakmen Pengawalan Sekolah-Sekolah Agama Islam (Melaka) 2002 [*Enakmen No. 3 tahun 2002*], Yang di-Pertuan Agong, atas nasihat Majlis Agama Islam Melaka, membuat peraturan-peraturan yang berikut:

1. Peraturan-peraturan ini bolehlah dinamakan **Peraturan-Peraturan Pendaftaran Sekolah-Sekolah Agama Islam (Melaka) 2003**. Nama.

2. Dalam Peraturan-Peraturan ini, melainkan jika konteksnya menghendaki makna yang lain— Tafsiran.

“daftar” ertinya suatu daftar yang disenggarakan oleh Pendaftar di bawah peraturan 6;

“Jemaah” ertinya Jemaah Pengurusan Sekolah Agama Islam yang ditubuhkan di bawah seksyen 12 Enakmen;

“Pendaftar” ertinya Pendaftar yang dilantik di bawah seksyen 3 Enakmen;

“Pengerusi” ertinya Pengerusi Jemaah Pengurusan Sekolah Agama Islam;

“perakuan pendaftaran” ertinya suatu perakuan pendaftaran yang dikeluarkan di bawah peraturan 4;

“sekolah agama” mempunyai erti yang diberikan kepadanya oleh Enakmen.

3. (1) Mana-mana orang yang ingin menubuhkan atau menyenggarakan sesuatu sekolah agama hendaklah memohon kepada Pendaftar untuk mendaftarkan sekolah agama itu dengan mengemukakan kepada Pendaftar dokumen-dokumen yang berikut: Permohonan pendaftaran.

- (a) suatu permohonan pendaftaran dalam Borang A Jadual Pertama dengan apa-apa ubahsuaian yang perlu untuk menunjukkan sama ada permohonan itu adalah bagi pendaftaran suatu sekolah agama yang sedia ada atau yang dicadangkan;
- (b) suatu surat cara pengurusan sekolah itu dalam Borang B Jadual Pertama dengan apa-apa ubahsuaian yang perlu atau sesuai dengan mana-mana sekolah yang tertentu;
- (c) suatu senarai anggota Jemaah dalam Borang C Jadual Pertama dalam dua salinan yang hendaklah ditandatangani oleh semua anggota Jemaah; dan

(d) fi yang berkenaan yang dinyatakan dalam Jadual Kedua.

(2) Pendaftar hendaklah mengaku terima secara bertulis tiap-tiap permohonan yang dibuat kepadanya dan hendaklah mengeluarkan suatu resit bagi fi yang dibayar.

(3) Seseorang yang membuat permohonan di bawah peraturan ini hendaklah memberi Pendaftar apa-apa maklumat atau dokumen berkenaan dengan permohonan itu jika dikehendaki sedemikian oleh Pendaftar.

(4) Pendaftar boleh meminta supaya permohonan yang dikemukakan di bawah subperaturan (1) dipinda atau dilengkapkan jika—

(a) Borang A Jadual Pertama tidak dilengkapkan dengan sempurna disebabkan oleh apa-apa peninggalan atau salah perihalan;

(b) Borang A Jadual Pertama mengandungi kesalahan atau perubahan;

(c) surat cara pengurusan tidak disediakan dengan sepatutnya atau kandungannya tidak mencukupi; atau

(d) permohonan itu tidak mematuhi apa-apa keperluan yang dinyatakan.

Perakuan
pendaftaran.

4. Apabila permohonan bagi pendaftaran yang dibuat dengan sewajarnya menurut Peraturan-Peraturan ini diluluskan, maka Pendaftar hendaklah mendaftarkan dengan segera sekolah agama itu dan surat cara pengurusannya dan mengeluarkan perakuan pendaftaran dalam Borang D Jadual Pertama.

Pendaftaran
berasingan bagi
setiap peringkat
sekolah.

5. Melainkan jika dikehendaki selainnya oleh Pendaftar, setiap peringkat persekolahan yang dijalankan di premis yang sama sesuatu sekolah agama hendaklah didaftarkan secara berasingan.

Daftar sekolah
agama.

6. (1) Pendaftar hendaklah menyimpan suatu daftar berhubung dengan pendaftaran semua sekolah agama mengikut bentuk yang dinyatakan dalam Jadual Ketiga.

(2) Apa-apa perubahan atau pindaan berkenaan dengan apa-apa catatan dalam sesuatu daftar yang disebut dalam subperaturan (1) hendaklah ditandatangani oleh atau mengikut arahan Pendaftar.

Pertukaran alamat
premis sekolah
agama.

7. (1) Permohonan untuk kelulusan untuk menukar alamat premis sekolah agama atau membuat apa-apa perubahan kepada premis itu hendaklah dibuat kepada Pendaftar dalam tempoh tidak kurang daripada tiga bulan sebelum pertukaran alamat atau perubahan kepada premis itu dilakukan.

(2) Permohonan di bawah subperaturan (1) hendaklah dibuat dalam Borang E Jadual Pertama dan hendaklah disertakan dengan fi yang berkenaan yang dinyatakan dalam Jadual Kedua.

8. (1) Apabila Pendaftar telah meluluskan permohonan untuk menukar alamat premis atau membuat apa-apa perubahan kepada premis sesuatu sekolah agama, Pengerusi atau mana-mana orang lain yang bertanggungjawab ke atas sekolah agama itu hendaklah menyerahkan kepada Pendaftar perakuan pendaftaran sekolah agama itu bagi maksud—

Pengendorsan ke atas perakuan pendaftaran atau pengeluaran perakuan pendaftaran baru.

(a) mengendorskan di atas perakuan itu alamat baru premis sekolah agama itu atau perubahan yang telah dibuat ke atas sekolah agama itu; atau

(b) mengeluarkan suatu perakuan pendaftaran yang baru kepadanya, sebagaimana yang difikirkan sesuai atau perlu oleh Pendaftar.

(2) Tiada perubahan, pindaan atau catatan boleh dibuat kepada sesuatu perakuan pendaftaran kecuali dengan kebenaran Pendaftar.

9. (1) Pendaftar boleh mengeluarkan suatu salinan perakuan pendaftaran untuk menggantikan perakuan pendaftaran yang hilang atau musnah apabila menerima permohonan dalam Borang F Jadual Pertama.

Salinan perakuan.

(2) Permohonan untuk mendapatkan salinan suatu perakuan pendaftaran hendaklah disertakan dengan fi yang berkenaan yang dinyatakan dalam Jadual Kedua.

(3) Jika Pendaftar berpuas hati dengan permohonan untuk mendapatkan salinan suatu perakuan pendaftaran, Pendaftar hendaklah mengeluarkan salinan yang sedemikian yang mengandungi perkataan 'GANTIAN' pada salinan perakuan itu.

10. (1) Tiada suatu sekolah agama pun boleh mengutip apa-apa yuran sekolah atau apa-apa bayaran lain daripada mana-mana murid selain yuran sekolah atau bayaran lain yang diluluskan oleh Pendaftar.

Yuran sekolah dan bayaran lain.

(2) Apa-apa perubahan kepada apa-apa yuran sekolah atau bayaran lain yang dikenakan oleh sekolah agama hendaklah mendapat kelulusan bertulis Pendaftar terlebih dahulu.

(3) Senarai yuran sekolah dan bayaran lain yang telah diluluskan oleh Pendaftar hendaklah dipamerkan di tempat yang mudah dilihat di premis sekolah agama itu dan hendaklah juga dimasukkan dalam prospektus sekolah agama itu, jika berkaitan.

Akaun Sekolah Agama hendaklah diaudit.

11. Pengerusi atau orang yang bertanggungjawab bagi pengurusan sesuatu sekolah agama—

- (a) hendaklah menyediakan laporan tentang Akaun Sekolah Agama itu dan laporan kewangan tahunan bagi setiap tahun kewangan yang berakhir pada 31 Disember setiap tahun;
- (b) hendaklah memastikan bahawa laporan-laporan yang disebut dalam perenggan (a) diaudit oleh juruaudit yang bertauliah atau yang diluluskan oleh Pendaftar; dan
- (c) hendaklah mengemukakan satu salinan laporan teraudit yang disebut dalam perenggan (b) kepada Pendaftar tidak lewat daripada 31 Mac pada tahun berikutnya sebagaimana yang dikehendaki oleh seksyen 17 Enakmen.

JADUAL PERTAMA

PERATURAN-PERATURAN PENDAFTARAN SEKOLAH-SEKOLAH AGAMA ISLAM (MELAKA) 2003

Borang A

(Perenggan 3(1)(a))

PERMOHONAN BAGI PENDAFTARAN SEKOLAH AGAMA ISLAM

Pendaftar
Sekolah Agama Islam
Jabatan Agama Islam Melaka
Melaka

Bersama-sama ini dikemukakan butir-butir mengenai Sekolah Agama Islam yang sedia ada/dicadangkan untuk ditubuhkan (*) di alamat yang dinyatakan dan saya memohon supaya Sekolah Agama ini didaftarkan.

2. Disertakan juga bersama-sama ini fi permohonan seperti yang berikut:

- Tadika Islam RM100.00
- Sekolah Rendah Agama Islam RM150.00
- Sekolah Menengah Agama Islam RM200.00

No. Bank Draf:

Nama Bank:

Alamat Bank:

Saya yang benar,

.....
(Tandatangan Pemohon)

Nama penuh:

No. Kad Pengenalan:

Jawatan:

Tarikh:

* Potong mana-mana yang tidak berkaitan.

BAHAGIAN I

Sila tanda (/) pada kotak-kotak yang berkaitan. Potong (*) mana-mana yang tidak berkaitan.

A. BUTIR-BUTIR PEMOHON

1. Nama Pemohon:

2. Taraf Pemohon:

| | | | |
|--------------------------|-----------------------|--------------------------|---------------------------|
| <input type="checkbox"/> | Individu | <input type="checkbox"/> | Syarikat Sendirian Berhad |
| <input type="checkbox"/> | Pertubuhan/Perbadanan | <input type="checkbox"/> | Lain-lain: |

3. Alamat:

.....

.....Poskod:

No. Telefon:.....No. Faksimile:

E-Mel:

B. BUTIR-BUTIR SEKOLAH AGAMA ISLAM

1. Nama Sekolah Agama Islam:

.....

.....

2. Alamat:

.....

.....Poskod:

No. Telefon: No. Faksimile:

E-Mel:

3. Kedudukan Tapak Bangunan:

Tanah/Bangunan/Premis Wakaf Lain-lain

(Sila kemukakan salinan surat hakmilik tanah yang telah diperakui)

4. Jenis Institusi:

Tadika Sekolah Rendah
 Sekolah Menengah Lain-lain:

5. Bahasa Pengantar:

Bahasa Melayu Bahasa Inggeris
 Bahasa Arab Lain-lain:

6. Kurikulum (sila kemukakan salinan kurikulum yang dicadangkan kecuali jika menggunakan KBSR, KBSM atau kurikulum Jabatan Agama Islam Melaka):

Kebangsaan Negeri Persendirian/
Asing
 Lain-lain:

7. Jenis Pengajian:

Sepenuh Masa Separuh Masa Lain-lain:
.....

8. Pembiayaan:

Kerajaan Bantuan Swasta
Negeri Kerajaan
 Lain-lain:

C. PEMUNYAAN SEKOLAH AGAMA ISLAM

1. Pemunya:

Kerajaan Swasta Wakaf Individu
 Lain-lain:

2. Jika Kerajaan :

Kerajaan Persekutuan Kerajaan Negeri

3. Jika swasta, sila isikan butir-butir yang berikut:

Salinan dokumen yang perlu disertakan

- | | | | |
|--------------------------|---------------------------|--------------------------|--|
| <input type="checkbox"/> | Syarikat Sendirian Berhad | <input type="checkbox"/> | Borang 24 |
| | | <input type="checkbox"/> | Borang 49 |
| | | <input type="checkbox"/> | Memorandum Persatuan dan Artikel Persatuan |
| | | <input type="checkbox"/> | Sijil Pemerbadanan Syarikat |
| | | <input type="checkbox"/> | Penyata Tahunan Syarikat (Terkini) |
| <input type="checkbox"/> | Organisasi Perniagaan | <input type="checkbox"/> | Sijil Pendaftaran |
| | | <input type="checkbox"/> | Penyata Kewangan (Terkini) |
| <input type="checkbox"/> | Organisasi/Pertubuhan | <input type="checkbox"/> | Sijil Pendaftaran Organisasi/Persatuan |
| | | <input type="checkbox"/> | Minit Mesyuarat Agung Tahunan |
| | | <input type="checkbox"/> | Senarai jawatankuasa Organisasi/Pertubuhan |
| <input type="checkbox"/> | Lain-lain: | | |

(Sila sertakan salinan sijil pendaftaran pertubuhan dan dokumen-dokumen lain yang berkaitan).

4. Jika Wakaf, sila dapatkan maklumat lanjut daripada Lembaga Urusan Zakat dan Baitulmal (LUKMAL), Majlis Agama Islam Melaka:

— Jenis Wakaf:

— Maklumat mengenai Wakaf:

— Kedudukan tanah Wakaf (sila sertakan salinan suratan hakmilik tanah)

5. Jika individu, sila nyatakan:

Nama Pemunya:

No. Kad Pengenalan Pemunya:

Alamat berdaftar Pemunya:

..... Poskod:

No. Telefon: No. Faksimile: No. E-Mel:

No. Pendaftaran:

Tarikh didaftarkan:

(Jika pemohon bukan pemunya berdaftar tanah, maka hendaklah dikemukakan suatu surat aku janji oleh pemunya berdaftar tanah yang menyatakan bahawa tanah itu boleh digunakan bagi maksud sekolah itu dan bahawa sekolah itu bolehlah menikmati penggunaan tanah itu tanpa gangguan selama apa-apa tempoh yang ditetapkan).

D. MAKLUMAT TENTANG PREMIS DAN KEMUDAHAN

Sila pastikan butir-butir yang berikut disertakan bersama:

- (i) Salinan diperakui pelan keseluruhan bangunan;
- (ii) Salinan diperakui perakuan keselamatan yang dikeluarkan oleh Jabatan Bomba dan Penyelamat;
- (iii) Salinan diperakui perakuan kesihatan yang dikeluarkan oleh Jabatan kesihatan; dan
- (iv) Salinan diperakui sijil layak menduduki yang dikeluarkan oleh Pihak Berkuasa Tempatan.

1. Maklumat Premis:

Kampus Kompleks Pejabat Kompleks Membeli Belah

Rumah Kedai Rumah

Lain-lain:

2. Maklumat Pemunyaan:

Pemunya Berdaftar Penyewa

Jika menyewa sila nyatakan:

amaun sewa: RM..... sebulan/setahun*

tarikh mula tempoh penyewaan:

tarikh habis tempoh penyewaan:

nama dan alamat pemunya premis:

.....

.....

(Sila sertakan salinan perjanjian penyewaan)

3. Luas lantai premis:

4. Luas tapak premis:

(Sila sertakan salinan pelan tapak premis)

5. Butir-butir bangunan:

| <i>Bil.</i> | <i>Nama Bangunan/ Blok</i> | <i>Jenis Kegunaan</i> | <i>Bil. Bilik</i> | <i>Luas Lantai</i> |
|-------------|--------------------------------|---------------------------|-------------------|------------------------|
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(Sila gunakan kertas berasingan jika ruang yang disediakan tidak mencukupi)

6. Butir-butir mengenai Bilik:

| <i>No. Bilik</i> | <i>Jenis Kegunaan</i> | <i>Ukuran Bilik</i> |
|------------------|-----------------------|---------------------|
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| | | |

(Sila gunakan kertas berasingan jika ruang yang disediakan tidak mencukupi)

7. Butir-butir mengenai Kemudahan/Kelengkapan:

| <i>No. Bilik</i> | <i>Jenis Kemudahan/ Kelengkapan</i> | <i>Jenis Kegunaan</i> | <i>Jumlah</i> |
|------------------|---|-----------------------|---------------|
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(Sila gunakan kertas berasingan jika ruang yang disediakan tidak mencukupi)

8. Butir-butir mengenai Kemudahan Rekreasi:

| <i>No. Bilik</i> | <i>Jenis Kemudahan/ Kelengkapan</i> | <i>Kegunaan</i> | <i>Jumlah</i> |
|------------------|---|-----------------|---------------|
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| | | | |

(Sila gunakan kertas berasingan jika ruang yang disediakan tidak mencukupi)

9. Butir-butir mengenai Kemudahan Lain:

| <i>No. Bilik</i> | <i>Jenis Kemudahan Lain</i> | <i>Kegunaan</i> | <i>Jumlah</i> |
|------------------|-----------------------------|-----------------|---------------|
| | | | |
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| | | | |

(Sila gunakan kertas berasingan jika ruang yang disediakan tidak mencukupi)

E. PENGURUSAN

1. Nama Pengerusi Jemaah Pengurusan sekolah agama seperti dalam Borang C :

- (a) Nama penuh:.....
- (b) No. Kad Pengenalan/Pasport:.....
- (c) Warganegara:.....Ras:.....
- (d) Profesion:.....
- (e) Kelulusan akademik:.....
- (f) Kelulusan profesional:.....
- (g) Pengalaman dalam bidang pendidikan:.....
- (h) Pengalaman dalam bidang pengurusan:.....

Sila sertakan:

- (i) Vitae kurikulum Pengerusi Jemaah Pengurusan
- (ii) salinan diperakui Sijil/Diploma/Ijazah
- (iii) salinan diperakui Kad Pengenalan/Pasport

2. Nama, No. Kad Pengenalan dan kelayakan Pengetua/Guru Besar/Guru seperti dalam Lampiran 1:

- (a) Nama penuh:
- (b) No. Kad Pengenalan/Pasport:
- (c) Warganegara: Ras:
- (d) Profesion:
- (e) Kelulusan akademik:
- (f) Kelulusan profesional:
- (g) Pengalaman dalam bidang pendidikan:
- (h) Pengalaman dalam bidang pengurusan:

Sila sertakan:

- (i) vitae kurikulum Pengetua/Guru Besar/Guru
- (ii) salinan diperakui surat pelantikan Pengetua/Guru Besar/Guru
- (iii) salinan diperakui Sijil/Diploma/Ijazah Pengetua/Guru Besar/Guru
- (iv) salinan diperakui Kad Pengenalan/Pasport Pengetua/Guru Besar/Guru
- (v) salinan diperakui Permit Mengajar Pengetua/Guru Besar/Guru
- (vi) salinan diperakui Tauliah Mengajar Agama Pengetua/Guru Besar/Guru

3. Maklumat mengenai sumber kewangan seperti dalam Lampiran 2:

- (i) Yuran pendaftaran : RM
- (ii) Yuran Bulanan : RM sebulan
- (iii) Derma orang ramai : RM setahun
- (iv) Lain-lain : RM *sebulan/setahun

F. PENGAKUAN PEMOHON

Kami dengan sesungguhnya dan sebenarnya mengaku bahawa semua pernyataan yang terkandung dalam borang permohonan ini dan segala dokumen yang disertakan adalah benar sepanjang pengetahuan dan kepercayaan kami.

Tandatangan Pengerusi: Tarikh:

Nama Pengerusi:

Tandatangan Setiausaha: Tarikh:

Nama Setiausaha:

Tandatangan Bendahari: Tarikh:

Nama Bendahari:

BAHAGIAN II

UNTUK KEGUNAAN PEJABAT SAHAJA

Keputusan Pendaftar:

| | |
|--|------------------------------|
| | Diluluskan untuk pendaftaran |
| | Tidak diluluskan |



.....
(Tandatangan Pendaftar)

.....
(Tarikh)

Tindakan:

No. Perakuan
Pendaftaran

Tarikh dikeluarkan

.....
Tandatangan Pegawai

Lampiran 1

SENARAI NAMA, NO. KAD PENGENALAN DAN
KELAYAKAN
PENGETUA/GURU BESAR/GURU SEKOLAH AGAMA
ISLAM

| <i>Bil.</i> | <i>Nama Penuh/ Alamat/ No. Telefon/ No. Faksimile/ E-Mel</i> | <i>No. K.P/ Pasport</i> | <i>Warganegara & Ras</i> | <i>Kelayakan Akademik/ Agama/ Profesional</i> | <i>Pengalaman</i> | <i>Agama/ Mazhab</i> |
|-------------|--|-----------------------------|----------------------------------|---|-------------------|--------------------------|
| | | | | | | |

.....
(Pengerusi).....
(Setiausaha).....
(Bendahari)

Tarikh:

Tarikh:

Tarikh:

Lampiran 2

BUTIR-BUTIR MENGENAI SUMBER KEWANGAN
SEKOLAH AGAMA ISLAM

| <i>Bil.</i> | <i>Jenis Yuran/ Pendapatan</i> | <i>Amaun Yuran (Isikan ruang yang berkenaan sahaja)</i> | | | |
|-------------|------------------------------------|---|---------------------------------------|---------------------|--|
| | | <i>Bulanan (RM)</i> | <i>Semester/ Penggal (RM)</i> | <i>Tahunan (RM)</i> | <i>Keselu- ruhan Kursus (RM)</i> |
| | | | | | |

.....
(Pengerusi)

.....
(Setiausaha)

.....
(Bendahari)

Tarikh:

Tarikh:

Tarikh:

PERATURAN-PERATURAN PENDAFTARAN SEKOLAH-
SEKOLAH AGAMA ISLAM (MELAKA) 2003

Borang B

(Perenggan 3(1)(b))

SURAT CARA PENGURUSAN SEKOLAH AGAMA ISLAM

BAHAGIAN I

PERMULAAN

1. Maka hendaklah ditubuhkan suatu Sekolah Agama Islam yang akan dikenali dengan nama Nama sekolah.
.....
(nama sekolah agama yang akan didaftarkan) beralamat di Alamat sekolah.
.....
.....
(atau di mana-mana alamat seperti yang didaftarkan oleh Pendaftar).
2. Tujuan-tujuan sekolah ialah untuk memberikan pendidikan dan pengetahuan agama Islam dan mengajar Al-Quran kepada murid-murid, untuk melahirkan murid-murid yang seimbang dan harmonis dari segi intelek, rohani, emosi dan jasmani berdasarkan kepercayaan dan kepatuhan kepada Tuhan, dan apa-apa perkara lain yang bersampingan dengannya. Tujuan sekolah.

BAHAGIAN II

JEMAAH PENGURUSAN SEKOLAH

3. Maka hendaklah ditubuhkan suatu Jemaah Pengurusan bagi sekolah agama yang hendaklah terdiri daripada (sekurang-kurangnya tujuh orang dan tidak lebih daripada tujuh belas orang) anggota-anggota yang berikut: Penubuhan Jemaah Pengurusan.
 - (a) seorang Pengerusi;
 - (b) seorang Timbalan Pengerusi;
 - (c) seorang Setiausaha (Pengetua atau Guru Besar sekolah agama);
 - (d) seorang Penolong Setiausaha;
 - (e) seorang Bendahari;
 - (f) (beberapa orang anggota yang dikehendaki dengan syarat Jemaah hendaklah sentiasa mempunyai sekurang-kurangnya tujuh orang anggota).

Kelayakan anggota Jemaah. 4. (1) Seseorang anggota Jemaah—

- (a) hendaklah seorang yang sempurna akal fikirannya dan berumur tidak kurang daripada 21 tahun;
- (b) hendaklah beragama Islam;
- (c) hendaklah seorang warganegara Malaysia tetapi Pendaftar boleh, menurut budi bicaranya, membenarkan seseorang yang bukan warganegara menjadi anggota;
- (d) bukanlah seorang yang dihukum bankrap; dan
- (e) tidak pernah disabitkan atas apa-apa pertuduhan yang disebut dalam perenggan 6(g).

(2) Mana-mana anggota Jemaah hendaklah, melainkan jika dia terlebih dahulu meletakkan jawatannya atau mengosongkan jawatannya atau pelantikannya terlebih dahulu dibatalkan, memegang jawatan selama tempoh tidak melebihi dua tahun dan layak untuk dilantik semula.

Persetujuan menjadi anggota Jemaah.

5. Seseorang anggota Jemaah hendaklah terlebih dahulu memberikan persetujuan untuk memegang jawatan yang dipegang olehnya dalam Jemaah.

Jawatan disifatkan sebagai dikosongkan.

6. Jawatan seseorang anggota Jemaah hendaklah dikosongkan—

- (a) apabila dia mati;
- (b) jika dia meletakkan jawatan dengan memberikan notis bertulis yang dialamatkan kepada Setiausaha atau Pengerusi Jemaah dan peletakan jawatannya diterima;
- (c) jika dia meletakkan jawatan sebagaimana yang diarahkan oleh Pendaftar atau sekiranya pelantikannya dibatalkan;
- (d) jika dia tidak menghadiri mesyuarat Jemaah tiga kali berturut-turut tanpa kebenaran Jemaah;
- (e) jika dia tidak sempurna akal atau dengan cara lain tidak berupaya menjalankan kewajipan-kewajibannya;
- (f) jika dia menjadi bankrap; atau
- (g) jika telah dibuktikan terhadapnya, atau jika dia telah disabitkan atas, suatu pertuduhan berkenaan dengan—
 - (i) sesuatu kesalahan mengenai penipuan, kecurangan atau keburukan akhlak;
 - (ii) sesuatu kesalahan di bawah mana-mana undang-undang berhubung dengan rasuah; atau
 - (iii) apa-apa kesalahan lain yang boleh dihukum pemenjaraan (sama ada hanya pemenjaraan sahaja atau sebagai tambahan kepada atau sebagai ganti denda) selama lebih daripada dua tahun.

7. Mana-mana kekosongan dalam Jemaah hendaklah diisi dengan seberapa segera yang mungkin melalui keputusan yang hendaklah diambil dalam mesyuarat Jemaah, dan orang yang dilantik atau dipilih bagi mengisi kekosongan jawatan itu hendaklah memegang jawatan itu untuk baki tempoh jawatan itu.

Kekosongan dalam Jemaah hendaklah diisi dengan segera.

8. Anggota-anggota Jemaah hendaklah menguruskan dan menyenggarakan sekolah agama mengikut peruntukan-peruntukan Enakmen Pengawalan Sekolah-Sekolah Agama Islam (Melaka) 2002, Peraturan-Peraturan Pendaftaran Sekolah-Sekolah Agama Islam (Melaka) 2003 dan peraturan-peraturan lain yang dibuat di bawah Enakmen itu dan surat cara pengurusannya yang diluluskan oleh Pendaftar.

Mengurus sekolah agama mengikut Enakmen.

BAHAGIAN III

MESYUARAT JEMAAH

9. Jemaah hendaklah mengadakan mesyuarat sekurang-kurangnya empat kali dalam setahun.

Mesyuarat Jemaah.

10. Sesuatu mesyuarat Jemaah hendaklah dipanggil oleh Setiausaha Jemaah melalui notis bertulis sekurang-kurangnya tujuh hari sebelum mesyuarat itu diadakan, dan notis itu hendaklah dihantar kepada anggota-anggota bersama-sama dengan agenda mesyuarat. Bagaimanapun, tiga orang anggota Jemaah boleh, melalui notis bertulis kepada Setiausaha atau Pengerusi Jemaah, meminta supaya suatu mesyuarat tambahan diadakan.

Setiausaha hendaklah memanggil mesyuarat.

11. Kuorum semua mesyuarat Jemaah hendaklah tidak kurang daripada dua pertiga ($2/3$) daripada bilangan keseluruhan anggota Jemaah.

Kuorum.

12. Dalam mana-mana mesyuarat Jemaah, jika Pengerusi Jemaah tidak hadir, Timbalan Pengerusi Jemaah hendaklah menjadi pengerusi mesyuarat. Jika Timbalan Pengerusi juga tidak hadir, anggota-anggota yang hadir boleh memilih seorang daripada mereka yang hadir untuk mempengerusikan mesyuarat.

Jika Pengerusi tidak hadir mesyuarat.

13. Tiap-tiap persoalan yang hendak diputuskan dalam mana-mana mesyuarat Jemaah hendaklah secara undi majoriti anggota-anggota yang hadir dan jika terdapat undi yang sama banyak, Pengerusi atau Timbalan Pengerusi atau anggota yang mempengerusikan mesyuarat itu hendaklah mempunyai undi pemutus.

Keputusan mesyuarat melalui undi.

14. (1) Setiausaha Jemaah hendaklah bertanggungjawab dalam menguruskan surat-menyurat sekolah agama dan hendaklah memastikan bahawa minit segala mesyuarat Jemaah disenggarakan dan disimpan dalam bentuk yang sepatutnya.

Surat-menyurat dan minit.

(2) Minit-minit mesyuarat Jemaah hendaklah dikemukakan kepada Pendaftar selepas satu bulan sesuatu mesyuarat diadakan.

Mesyuarat Agung
Tahunan.

15. (1) Mesyuarat Agung Tahunan sekolah agama hendaklah diadakan pada tiap-tiap tahun antara bulan Januari hingga Mac.

(2) Setiap Mesyuarat Agung Tahunan sekolah agama hendaklah mengandungi agenda yang berikut:

- (a) bacaan doa selamat dan Al-Fatihah;
- (b) ucapan Pengerusi Jemaah;
- (c) pembentangan dan pengesahan minit Mesyuarat Agung Tahunan yang lalu;
- (d) perkara berbangkit;
- (e) pembentangan Penyata Akaun sekolah agama dan Penyata Kewangan sekolah agama bagi tahun lalu dan anggaran pendapatan dan perbelanjaan bagi tahun semasa;
- (f) perbincangan usul-usul dan cadangan (jika ada); dan
- (g) hal-hal lain.

(3) Satu pertiga daripada ibu dan bapa yang anak mereka belajar di sekolah agama hendaklah membentuk kuorum bagi Mesyuarat Agung Tahunan sekolah agama itu.

(4) Sesuatu keputusan Mesyuarat Agung Tahunan sekolah agama hendaklah dibuat secara sebulat suara atau melalui undi majoriti ibu dan bapa yang hadir.

Penzahiran
kepentingan.

16. (1) Seseorang anggota Jemaah yang mempunyai atau yang memperoleh kepentingan langsung atau tidak langsung dengan sendiri atau menerusi anggota keluarganya berhubung dengan mana-mana perkara yang sedang dibincangkan oleh Jemaah hendaklah menzahirkan kepada Jemaah hakikat dan jenis kepentingannya itu.

(2) Penzahiran di bawah subperenggan (1) hendaklah direkodkan dalam minit mesyuarat Jemaah yang dalamnya perkara itu dibincangkan dan, selepas penzahiran itu, anggota itu—

- (a) tidak boleh dikira bagi maksud membentuk kuorum mesyuarat Jemaah; dan
- (b) tidak boleh mengambil bahagian atau hadir dalam mana-mana perbincangan atau keputusan Jemaah,

apabila perkara itu dibincangkan atau diputuskan.

Jemaah boleh
mengundang
orang lain
menghadiri
mesyuarat.

17. Lembaga boleh mengundang mana-mana orang untuk menghadiri mana-mana mesyuarat Jemaah bagi maksud menasihatinya tentang apa-apa perkara yang sedang dibincangkan, tetapi mana-mana orang yang hadir sedemikian tidak berhak untuk mengundi dalam mesyuarat itu.

18. Tiada apa-apa jua perbuatan yang dilakukan atau apa-apa prosiding yang diambil oleh Jemaah boleh dipersoal atas alasan— Sahnya perbuatan dan prosiding.
- (a) apa-apa kekosongan dalam keanggotaan atau apa-apa kecacatan dalam penubuhan Jemaah;
 - (b) pelanggaran oleh mana-mana anggota Lembaga berhubung dengan penzahiran kepentingan oleh anggota itu; atau
 - (c) apa-apa ketinggalan, kecacatan atau luar aturan yang tidak menyentuh merit kes itu.

BAHAGIAN IV

YURAN DAN KEWANGAN

19. (1) Yuran hendaklah dikenakan ke atas murid-murid. Yuran.
- (2) Penetapan yuran adalah tertakluk kepada kelulusan Jemaah dan oleh Pendaftar.
- (3) Apa-apa punca pendapatan lain sekolah agama hendaklah ditentukan oleh Jemaah dari semasa ke semasa mengikut kehendak keadaan.
20. (1) Jemaah hendaklah memastikan disimpan dengan sepatutnya akaun dan rekod-rekod kewangan yang lain yang berkaitan dengan Akaun Sekolah Agama dan apa-apa akaun lain sekolah agama itu. Penyimpanan akaun dan rekod kewangan.
- (2) Tertakluk kepada peruntukan-peruntukan Enakmen Pengawalan Sekolah-Sekolah Agama Islam (Melaka) 2002, Peraturan-Peraturan Pendaftaran Sekolah-Sekolah Agama Islam (Melaka) 2003 dan peraturan-peraturan lain yang dibuat di bawah Enakmen itu, Akaun Sekolah Agama dan apa-apa akaun lain sekolah agama hendaklah disimpan di sekolah itu oleh Bendahari Jemaah di bawah pengawasan Jemaah atau di mana-mana tempat lain dan mengikut apa-apa cara sebagaimana yang diputuskan oleh Jemaah.
21. Adalah menjadi tanggungjawab Jemaah untuk menyebabkan disediakan anggaran pendapatan dan perbelanjaan sekolah agama bagi setiap tahun kewangan sebelum diluluskan oleh Pendaftar. Perbelanjaan dan penyediaan anggaran.
22. Akaun sekolah agama hendaklah dibuat sehingga 31 haribulan Disember setiap tahun. Bendahari Jemaah hendaklah menyebabkan disediakan suatu penyata terimaan dan perbelanjaan dan suatu kunci kira-kira bagi tahun itu yang hendaklah dikemukakan kepada Jemaah dan Jemaah hendaklah menyebabkan penyata dan kunci kira-kira itu diaudit oleh juruaudit atau juruaudit-juruaudit yang bertauliah atau juruaudit yang dilantik oleh Jemaah dan yang diluluskan oleh Pendaftar. Akaun sekolah hingga 31 Disember.
23. Bendahari Jemaah hendaklah mengemukakan suatu salinan akaun teraudit kepada Pendaftar tidak lewat daripada 31 Mac tiap-tiap tahun. Pendaftar boleh meminta maklumat atau penerangan lanjut Mengemukakan salinan akaun yang telah diaudit kepada Pendaftar.

mengenai akaun itu atau boleh melantik seorang juruaudit atau juruaudit-juruaudit untuk mengaudit akaun itu sekali lagi itu jika difikirkannya perlu berbuat demikian.

Panjar wang
runcit.

24. Semua wang tunai hendaklah disimpan dalam Bank yang dipilih oleh Jemaah kecuali bahawa Bendahari boleh menyimpan RM500.00 pada satu-satu masa untuk perbelanjaan runcit.

Kuasa
menandatangani
cek.

25. Semua cek yang dikeluarkan hendaklah ditandatangani oleh Pengerusi, Bendahari dan Setiausaha Jemaah bagi apa-apa amaan yang melebihi RM30,000.00 dan cek yang bernilai kurang daripada itu hendaklah ditandatangani oleh Pengerusi dan Bendahari atau Setiausaha Jemaah.

BAHAGIAN V

PELANTIKAN JAWATANKUASA

Pelantikan
jawatankuasa.

26. (1) Jemaah boleh dengan persetujuan Pendaftar menubuhkan jawatankuasa-jawatankuasa yang difikirkannya perlu atau suai manfaat untuk membantunya dalam pelaksanaan kewajipan, fungsi dan perjalanan kuasanya.

(2) Jawatankuasa-jawatankuasa yang hendak ditubuhkan menurut kuasa subperenggan (1) hendaklah termasuk yang berikut:

- (a) Jawatankuasa Pengambilan Pegawai dan Kakitangan;
- (b) Jawatankuasa Tatatertib Pegawai dan Kakitangan;
- (c) Jawatankuasa Pembangunan;
- (d) Jawatankuasa Kewangan;
- (e) Jawatankuasa Kurikulum;
- (f) Jawatankuasa Penilaian dan Peperiksaan;
- (g) Jawatankuasa Ko-kurikulum;
- (h) Jawatankuasa Pengambilan Pelajar;
- (i) Jawatankuasa Tatatertib Pelajar; dan
- (j) Jawatankuasa Kebajikan Pelajar.

(3) Anggota sesuatu jawatankuasa yang ditubuhkan di bawah subperenggan (1) boleh dilantik daripada kalangan anggota Jemaah atau mana-mana orang lain sebagaimana yang difikirkan patut oleh Jemaah.

(4) Anggota sesuatu jawatankuasa hendaklah memegang jawatan selama apa-apa tempoh yang dinyatakan dalam surat pelantikannya dan layak untuk dilantik semula.

(5) Jemaah boleh membatalkan pelantikan mana-mana anggota sesuatu jawatankuasa tanpa memberikan apa-apa sebab bagi pembatalan itu.

(6) Anggota sesuatu jawatankuasa boleh, pada bila-bila masa, meletakkan jawatan dengan memberikan notis secara bertulis kepada pengerusi jawatankuasa itu.

(7) Sesuatu jawatankuasa yang ditubuhkan di bawah subperenggan (1)—

- (a) hendaklah dipengerusikan oleh seorang anggota Jemaah;
- (b) hendaklah mematuhi dan bertindak mengikut apa-apa arahan yang diberikan kepadanya oleh Jemaah; dan
- (c) boleh menentukan tatacaranya sendiri.

(8) Jemaah boleh, pada bila-bila masa, menghentikan atau mengubah keanggotaan sesuatu jawatankuasa.

(9) Sesuatu jawatankuasa hendaklah mengadakan mesyuaratnya pada bila-bila masa dan di mana-mana tempat yang ditentukan oleh pengerusi jawatankuasa itu.

(10) Sesuatu jawatankuasa boleh mengundang mana-mana orang untuk menghadiri mesyuaratnya bagi maksud menasihatinya tentang apa-apa perkara yang dibincangkan tetapi orang itu tidak berhak untuk mengundi pada mesyuarat itu.

BAHAGIAN VI

PELBAGAI

27. Jemaah hendaklah menerima mana-mana guru atau pegawai yang ditempatkan oleh Majlis Agama Islam Melaka atau Kerajaan Negeri Melaka di sekolah agama itu bagi apa-apa tempoh tertentu jika difikirkan perlu atau suai manfaat berbuat demikian oleh Majlis atau Kerajaan Negeri Melaka.

Lembaga
hendaklah
menerima guru,
dan lain-lain.

28. (1) Jemaah boleh membuat, meminda atau membatalkan Surat Cara Pengurusannya.

Tatacara
membuat
pindaan surat
cara pengurusan.

(2) Cadangan untuk membuat Surat Cara pengurusan yang baru atau meminda atau membatalkan Surat Cara Pengurusan yang sedia ada hendaklah disediakan oleh Setiausaha Jemaah dan hendaklah dipersetujui oleh Pengerusi Jemaah.

(3) Sesuatu cadangan untuk mengadakan Surat Cara Pengurusan yang baru atau membuat apa-apa pindaan kepada atau membatalkan Surat Cara Pengurusan yang sedia ada tidak boleh dikemukakan kepada Pendaftar untuk kelulusan melainkan jika cadangan itu terlebih dahulu dibentangkan dalam mesyuarat Jemaah dan diluluskan oleh Jemaah.

PERATURAN-PERATURAN PENDAFTARAN SEKOLAH-
SEKOLAH AGAMA ISLAM (MELAKA) 2003

Borang C

(Perenggan 3(1)(c))

ANGGOTA-ANGGOTA JEMAAH PENGURUSAN
SEKOLAH AGAMA ISLAM

| <i>Bil.</i> | <i>Nama / Jawatan</i> | <i>Jan- tina</i> | <i>No. K.P atau Pasport</i> | <i>Alamat</i> | <i>Tandatangan</i> |
|-------------|-----------------------|----------------------|---------------------------------|---------------|--------------------|
| 1. | Pengerusi | | | | |
| 2. | Timbalan Pengerusi | | | | |
| 3. | Setiausaha | | | | |
| 4. | Penolong Setiausaha | | | | |
| 5. | Bendahari | | | | |
| 6. | Anggota | | | | |
| 7. | Anggota | | | | |
| 8. | Anggota | | | | |
| 9. | Anggota | | | | |
| 10. | Anggota | | | | |
| 11. | Anggota | | | | |
| 12. | Anggota | | | | |
| 13. | Anggota | | | | |

.....
(Pengerusi)

.....
(Setiausaha)

.....
(Bendahari)

Tarikh:..... Tarikh:..... Tarikh:.....

PERATURAN-PERATURAN PENDAFTARAN SEKOLAH-
SEKOLAH AGAMA ISLAM (MELAKA) 2003

Borang D

(Peraturan 4)

PERAKUAN PENDAFTARAN SEKOLAH AGAMA ISLAM DAN SURAT
CARA PENGURUSAN

No. Pendaftaran:

Adalah dengan ini diperakui bahawa

yang beralamat di

dan Surat Cara Pengurusan telah didaftarkan di bawah seksyen 7
Enakmen Pengawalan Sekolah-Sekolah Agama Islam (Melaka) 2002.

Nama Pengerusi:

No. Kad Pengenalan/Pasport No.:

Alamat:

Perakuan Pendaftaran ini adalah tertakluk kepada syarat-syarat (*)
yang berikut:

1. Sekolah Agama tersebut hendaklah pada setiap masa diuruskan dan disenggarakan mengikut Surat Cara Pengurusan Sekolah, Enakmen Pengawalan Sekolah-Sekolah Agama Islam (Melaka) 2002 Peraturan-Peraturan Pendaftaran Sekolah Agama Islam (Melaka) 2003 dan peraturan-peraturan lain yang dibuat di bawah Enakmen itu.
2. Hendaklah pada setiap masa mematuhi arahan-arahan daripada Pendaftar, Majlis Agama Islam Melaka dan Kerajaan Negeri Melaka.
3. Mengekalkan bilangan minimum pelajar seramai lima belas (15) orang.
4. Mengikuti kurikulum yang ditetapkan/diperakui oleh Majlis Agama Islam Melaka.
5. Bangunan hendaklah telah memenuhi standard keselamatan dan kesihatan yang diperakui oleh Jabatan Bomba dan Penyelamat dan Jabatan Kesihatan.

Tarikh:,

.....
Tandatangan Pendaftar

* Tertakluk dengan apa-apa syarat lain yang difikirkan perlu oleh Pendaftar.

PERATURAN-PERATURAN PENDAFTARAN SEKOLAH-
SEKOLAH AGAMA ISLAM (MELAKA) 2003

Borang E

(Subperaturan 7(2))

PERMOHONAN PERTUKARAN ALAMAT PREMIS ATAU PERUBAHAN
PREMIS SEKOLAH AGAMA ISLAM

Pendaftar
Sekolah Agama Islam
Jabatan Agama Islam Melaka
Melaka

Dengan hormatnya saya mengemukakan permohonan pertukaran alamat premis / perubahan premis sekolah agama yang maklumat-maklumat mengenainya adalah seperti yang dinyatakan di bawah.

2. Disertakan juga bersama-sama ini fi permohonan seperti yang berikut:

- Tadika Islam RM 50.00
- Sekolah Rendah Agama Islam RM 100.00
- Sekolah Menengah Agama Islam RM 150.00

No. Bank Draf:

Nama Bank:

Alamat Bank:

Saya yang benar,

.....
(Tandatangan Pemohon)

Nama penuh:.....

No. Kad Pengenalan:.....

Jawatan:.....

Tarikh:.....

BAHAGIAN I

UNTUK DIISI OLEH JEMAAH PENGURUSAN SEKOLAH AGAMA ISLAM

1. Nama Sekolah Agama Islam:

2. Alamat:

 Poskod:
 No. Telefon: No. Faksimile:
 E-Mel:
3. Maklumat mengenai pendaftaran:
 No. Perakuan Pendaftaran:
 Tarikh pendaftaran:
4. Maklumat mengenai Pengerusi Jemaah Pengurusan Sekolah Agama Islam:
 Nama penuh:
 No. Kad Pengenalan / Pasport:

BAHAGIAN II

JIKA PERMOHONAN ADALAH UNTUK PERTUKARAN
ALAMAT PREMIS

5. Alamat baru premis:
 Poskod :
 No. Telefon: No. Faksimile:
 E-Mel:
6. Maklumat mengenai premis:
 - (i) Jenis premis

| | | |
|---|--|--|
| <input type="checkbox"/> Kampus | <input type="checkbox"/> Kompleks Pejabat | <input type="checkbox"/> Kompleks Membeli Belah |
| <input type="checkbox"/> Rumah Kedai | <input type="checkbox"/> Rumah | |
| <input type="checkbox"/> Lain-lain: | | |

(ii) Maklumat pemunyaan:

Pemunya berdaftar Penyewa

Jika menyewa sila nyatakan:

amaun sewa: RM..... sebulan / setahun*

tarikh mula tempoh penyewaan:

tarikh habis tempoh penyewaan:

nama dan alamat pemunya premis:

.....

.....

(Sila sertakan salinan perjanjian penyewaan)

(iii) Luas lantai premis:

(iv) Luas tapak premis:

(Sila sertakan salinan pelan tapak premis)

7. Butir-butir Mengenai Bilik:

| <i>No. Bilik</i> | <i>Jenis Kegunaan</i> | <i>Ukuran Bilik</i> |
|------------------|-----------------------|---------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

(Sila gunakan kertas berasingan jika ruang yang disediakan tidak mencukupi)

8. Butir-butir Mengenai Kemudahan/Kelengkapan:

| <i>No. Bilik</i> | <i>Jenis Kemudahan/ Kelengkapan</i> | <i>Kegunaan</i> | <i>Jumlah</i> |
|------------------|---|-----------------|---------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

(Sila gunakan kertas berasingan jika ruang yang disediakan tidak mencukupi)

BAHAGIAN III

JIKA PERMOHONAN ADALAH UNTUK PERUBAHAN PREMIS

Sila tanda (/) pada kotak-kotak yang berkaitan

9. Jenis Perubahan

- Tambahan bilangan bilik / bangunan
- Pengurangan bilangan bilik / bangunan
- Perubahan nombor / kegunaan bilik

10. Butir-butir Perubahan:

| <i>Bil.</i> | <i>Bilik / Bangunan Sedia Ada</i> | <i>Bilik / Bangunan Baru</i> |
|-------------|-----------------------------------|------------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

(Sila sediakan pelan lantai yang sedia ada dan pelan lantai yang baru)

BAHAGIAN IV

PENGAKUAN PEMOHON

Saya

No. Kad Pengenalan..... dengan
 sesungguhnya dan sebenarnya mengaku bahawa semua pernyataan
 yang terkandung dalam borang permohonan ini dan dokumen-dokumen
 yang disertakan adalah benar sepanjang pengetahuan dan kepercayaan
 saya.

.....
 (*Tandatangan Pemohon*)

Nama :

Jawatan:

Tarikh :

PERATURAN-PERATURAN PENDAFTARAN SEKOLAH-
SEKOLAH AGAMA ISLAM (MELAKA) 2003

Borang F

(Subperaturan 9(1))

PERMOHONAN UNTUK MENDAPATKAN
PERAKUAN PENDAFTARAN GANTIAN

Pendaftar
Sekolah Agama Islam
Jabatan Agama Islam Melaka
Melaka

No. Perakuan
Pendaftaran

Saya memohon untuk mendapatkan gantian bagi Perakuan Pendaftaran Sekolah Agama Islam atas alasan yang berikut:

hilang rosak

2. Disertakan bersama ini fi permohonan sebanyak RM20.00 dan salinan Perakuan Pendaftaran / Perakuan Pendaftaran yang rosak (jika berkaitan).

Saya yang benar,

.....
(Tandatangan Pengerusi Jemaah)

Nama penuh:.....

No. Kad Pengenalan:

Nama Sekolah Agama:

Tarikh:.....

3. Maklumat mengenai Sekolah Agama Islam:

3.1 Kategori

sekolah agama Kerajaan sekolah agama swasta

3.2 Peringkat

tadika rendah
 menengah

3.3 Bidang

- | | | | |
|--------------------------|----------------|--------------------------|-------------------|
| <input type="checkbox"/> | agama (Melayu) | <input type="checkbox"/> | akademik |
| <input type="checkbox"/> | agama (Arab) | <input type="checkbox"/> | teknik/vokasional |
| <input type="checkbox"/> | agama (tahfiz) | | |

3.4 Jenis

- | | | | |
|--------------------------|---------------|--------------------------|-----------------|
| <input type="checkbox"/> | pusat tuisyen | <input type="checkbox"/> | pusat kemahiran |
| <input type="checkbox"/> | asrama | <input type="checkbox"/> | harian |

3.5 Sesi persekolahan

- | | | | |
|--------------------------|---------------|--------------------------|--------|
| <input type="checkbox"/> | pagi | <input type="checkbox"/> | petang |
| <input type="checkbox"/> | pagi & petang | | |

3.6 Jantina

- | | | | |
|--------------------------|-----------------------------|--------------------------|-----------|
| <input type="checkbox"/> | lelaki | <input type="checkbox"/> | perempuan |
| <input type="checkbox"/> | campuran lelaki & perempuan | | |

3.7 Kaedah

- | | | | |
|--------------------------|--------------|--------------------------|--------------|
| <input type="checkbox"/> | sepenuh masa | <input type="checkbox"/> | separuh masa |
|--------------------------|--------------|--------------------------|--------------|

3.8 Bahasa pengantar

- | | | | |
|--------------------------|---------------|--------------------------|-----------------|
| <input type="checkbox"/> | bahasa Melayu | <input type="checkbox"/> | bahasa Inggeris |
| <input type="checkbox"/> | bahasa Arab | | |

3.9 Kurikulum

- | | | | |
|--------------------------|----------------------------|--------------------------|------------|
| <input type="checkbox"/> | Jabatan Agama Islam Melaka | <input type="checkbox"/> | Kebangsaan |
| <input type="checkbox"/> | Lain-lain (nyatakan)..... | | |

3.10 Pembiayaan

- | | | | |
|--------------------------|---------------------------|--------------------------|--------|
| <input type="checkbox"/> | bantuan Kerajaan | <input type="checkbox"/> | swasta |
| <input type="checkbox"/> | Lain-lain (nyatakan)..... | | |

3.11 Nama Pengerusi Jemaah:
 No. Kad Pengenalan:
 Ras :

3.12 No. Perakuan Pendaftaran:
 Tarikh dikeluarkan:

Tarikh:.....

.....
(Tandatangan Pendaftar)

JADUAL KEDUA

PERATURAN-PERATURAN PENDAFTARAN SEKOLAH- SEKOLAH AGAMA ISLAM (MELAKA) 2003

FI

1. Permohonan pendaftaran-

| | |
|------------------------------|----------|
| (i) Tadika Islam | RM100.00 |
| (ii) Sekolah Rendah Agama | RM150.00 |
| (iii) Sekolah Menengah Agama | RM200.00 |

2. Permohonan untuk menukar alamat premis atau mengubah premis dan membuat perubahan lain

| | |
|------------------------------|----------|
| (i) Tadika Islam | RM50.00 |
| (ii) Sekolah Rendah Agama | RM100.00 |
| (iii) Sekolah Menengah Agama | RM150.00 |

3. Permohonan untuk mendapatkan salinan /gantian—

| | |
|----------------------|---------|
| Perakuan Pendaftaran | RM20.00 |
|----------------------|---------|

JADUAL KETIGA

PERATURAN-PERATURAN PENDAFTARAN SEKOLAH-
SEKOLAH AGAMA ISLAM (MELAKA) 2003

(Subperaturan 6(1))

DAFTAR SEKOLAH AGAMA ISLAM

No. Daftar

1. Nama sekolah agama Islam
-

| <i>Pindaan</i> | <i>Nama sekolah agama Islam</i> | <i>Tandatangan Pendaftar</i> | <i>Tarikh</i> |
|----------------|---------------------------------|------------------------------|---------------|
| Pertama | | | |
| Kedua | | | |
| Ketiga | | | |

2. Alamat:.....
- Poskod:

| <i>Pindaan</i> | <i>Alamat</i> | <i>Tandatangan Pendaftar</i> | <i>Tarikh</i> |
|----------------|---------------|------------------------------|---------------|
| Pertama | Poskod: | | |
| Kedua | Poskod: | | |
| Ketiga | Poskod: | | |

Dibuat 31 Disember 2002
[JAIM/6/04/26; PUN(M) 353/46/31-1]

DATUK SERI HAJI MOHD ALI BIN MOHD RUSTAM
Pengerusi
Majlis Agama Islam Melaka

CONTROL OF ISLAMIC RELIGIOUS SCHOOLS
(MALACCA) ENACTMENT 2002

REGISTRATION OF ISLAMIC RELIGIOUS SCHOOLS
(MALACCA) REGULATIONS 2003

ARRANGEMENT OF REGULATIONS

Regulation

1. Citation.
2. Interpretation.
3. Application for registration.
4. Certificate of registration.
5. Separate registration for each level of school.
6. Register of religious school.
7. Change of address of premise of religious school.
8. Endorsement of certificate of registration or issue of new certificate of registration.
9. Copy of certificate.
10. School fees and other payments.
11. Religious School Account to be audited.

FIRST SCHEDULE

SECOND SCHEDULE

THIRD SCHEDULE

CONTROL OF ISLAMIC RELIGIOUS SCHOOLS
(MALACCA) ENACTMENT 2002

REGISTRATION OF ISLAMIC RELIGIOUS SCHOOLS (MALACCA)
REGULATIONS 2003

In exercise of the powers conferred by section 38 of the Control of Islamic Religious Schools (Malacca) Enactment 2002 [*Enactment No. 3 of 2002*], the Yang di-Pertuan Agong, on the advice of the Majlis Agama Islam Melaka, makes the following regulations:

1. These regulations may be cited as the **Registration of Islamic Religious Schools (Malacca) Regulations 2003**. Citation.
2. In these Regulations, unless the context otherwise requires— Interpretation.
 - “register” means a register maintained by the Registrar under regulation 6;
 - “Board” means the Board of Management of Islamic Religious School established under section 12 of the Enactment;
 - “Registrar” means the Registrar appointed under section 3 of the Enactment;
 - “Chairman” means the Chairman of the Board of Management of Islamic Religious School;
 - “certificate of registration” means a certificate of registration issued under regulation 4;
 - “religious school” has the meaning assigned to it by the Enactment.
3. (1) Any person who desires to establish or maintain a religious school shall apply to the Registrar to register the religious school by submitting to the Registrar the following documents with: Application for registration.
 - (a) an application for registration in Form A of the First Schedule with such modifications as may be necessary to indicate whether the application is for the registration of an existing or a proposed religious school;
 - (b) an instrument of management of the school in Form B of the First Schedule with such modifications as may be necessary or suitable to any particular school;
 - (c) a list of the members of the Board in Form C of the First Schedule in duplicate which shall be signed by all members; and
 - (d) the relevant fees as specified the Second Schedule.

(2) The Registrar shall acknowledge receipt of the application made to him in writing and shall issue a receipt for the fee paid.

(3) A person who makes an application under this regulation shall give the Registrar any informations or documents in relation to the application if so required by the Registrar.

(4) The Registrar may request that an application submitted under subregulation (1) be amended or completed if—

- (a) Form A of the First Schedule is not duly completed by reason of any omission or misdescription;
- (b) Form A of the First Schedule contains an error or alteration;
- (c) the instrument of management is not properly prepared or its content is insufficient ; or
- (d) the application does not comply with any requirement as specified.

Certificate of registration.

4. When an application for registration having been duly made pursuant to these Regulations is approved, the Registrar shall immediately register the religious school and its instrument of management and issue a certification of registration in Form D of the First Schedule.

Separate registration for each level of school.

5. Unless otherwise required by the Registrar, each level of schooling conducted at the same premise of a religious school shall be registered separately.

Register of religious school.

6. (1) The Registrar shall keep a register relating to the registration of all religious schools in the form as specified in the Third Schedule.

(2) Any changes or amendments with respect to any entry in a register referred to subregulation (1) shall be signed by or on the instruction of the Registrar.

Changes of address of premise of religious school.

7. (1) An application for approval to change the address of premise of a religious school or to make any alteration to the premise shall be made to the Registrar within a period of not less than three months before the change of address or the alteration to the premise is done.

(2) An application under subregulation (1) shall be made in Form E of the First Schedule and shall be accompanied by the relevant fee as specified in the Second Schedule.

Endorsement on certificate of registration or issue of new certificate of registration.

8. (1) When the Registrar has approved an application to change the address of the premise or to do any alteration to the premise of a religious school, the Chairman or any other person responsible for

the management of the religious school shall deliver to the Registrar the certificate of registration of the religious school for the purpose of—

- (a) endorsement on the certificate the new address of the premise of the religious school or the alteration that had been made to the religious school; or
- (b) to issue a new certificate of registration to him,

as the Registrar thinks fit or necessary.

(2) No alteration, amendment or entry shall be made to any certificate of registration except with the permission of the Registrar.

9. (1) The Registrar may issue a copy of the certificate of registration to replace the certificate of registration which is lost or destroyed upon receipt of an application in Form F of the First Schedule. Copy of certificate.

(2) An application for a copy of a certificate of registration shall be accompanied by the relevant fee as specified in the Second Schedule.

(3) If the Registrar is satisfied with the application for a copy of a certificate of registration, the Registrar shall issue such a copy which contains the word “REPLACEMENT” on the copy of the certification.

10. (1) No religious school shall collect any school fees or any other payment from any pupil other than the school fees or other payment as may be approved by the Registrar. School fees and other payments.

(2) Any changes to any school fees or other payment imposed by the religious school shall be with prior written approval of the Registrar.

(3) A list of school fees and other payments which have been approved by the Registrar shall be exhibited in a conspicuous place of the premises of the religious school and shall be included into the prospectus of the religious school, if applicable.

11. The Chairman or person responsible for the management of a religious school— Religious School Account to be audited.

- (a) shall prepare a report on the Religious School Account and annual financial report for each financial year ending on 31 December for each year;
- (b) shall ensure that the reports referred to in paragraph (a) are audited by qualified auditors or approved by the Registrar; and
- (c) shall submit one copy of the audited report referred to in paragraph (b) to the Registrar not later than 31 March of the following year as required by section 17 of the Enactment.

FIRST SCHEDULE

REGISTRATION OF ISLAMIC RELIGIOUS SCHOOLS
(MALACCA) REGULATIONS 2003

Form A

(Paragraph 3(1)(a))

APPLICATION FOR REGISTRATION OF ISLAMIC RELIGIOUS SCHOOL

Registrar
Islamic Religious Schools
Islamic Religious Department of Malacca
Malacca

Attached herewith are the details regarding an existing Islamic Religious School / which is proposed to be established (*) at the address stated and I am applying for this Religious School to be registered.

2. Also enclosed herewith is the fee for the application as follows:

- Islamic Kindergarten RM100.00
- Islamic Primary Religious School RM150.00
- Islamic Secondary Religious School RM200.00

Bank Draft No.:

Name of Bank:.....

Address of Bank:

Yours faithfully,

.....
(Applicants' Signature)

Full name:

Identification Card No :

Designation:

Date :

* Delete whichever is inapplicable.

PART I

Please tick (/) in the relevant boxes. Delete (*) whichever is inapplicable.

A. DETAILS OF APPLICANT

1. Name of Applicant:

2. Status of Applicant:

Individual

Limited Company Corporate Bodies

Others:

3. Address:

.....

Postcode: Telephone No: Facsimile No:

E-Mail Address:

B. PARTICULARS OF ISLAMIC RELIGIOUS SCHOOL

1. Name of Islamic Religious School:

.....

.....

2. Address:

.....

..... Postcode:

Telephone No: Facsimile No:

E-Mail Address :

3. Status of Site Building:

Land/Building/
Wakaf Premises Others

(Please forward a copy of the land title which has been certified)

4. Type of Institution:

- Kindergarten Primary School
 Secondary School Others:.....

5. Medium of Instruction:

- Malay Language English Language Arabic Language
 Others:

6. Curriculum (Please forward a copy of the proposed curriculum except if KBSR, KBSM or curriculum of the Jabatan Agama Islam Melaka is used):

- National State Private/
Foreign
 Others:

7. Type of Study:

- Full time Part time Others:
.....

8. Financing:

- State Government Government aids Private
 Others:

C. OWNERSHIP OF ISLAMIC RELIGIOUS SCHOOL

1. Owner:

- Government Private *Wakaf*
 Individual Others:

2. If Government:

- Federal Government State Government

3. If private, please fill in the following detail:

| | Copies of document that need to be attached |
|--|--|
| <input type="checkbox"/> Limited Company | <input type="checkbox"/> Form 24 |
| | <input type="checkbox"/> Form 49 |
| | <input type="checkbox"/> Memorandum of Association and Article of Association |
| | <input type="checkbox"/> Certificate of Incorporation of Company |
| | <input type="checkbox"/> Annual Return of Company (Latest) |
| <input type="checkbox"/> Business Organisation | <input type="checkbox"/> Certificate of Registration |
| | <input type="checkbox"/> Financial Returns (Latest) |
| <input type="checkbox"/> Organisation/Society | <input type="checkbox"/> Certificate of Registration of Organisation / Society |
| | <input type="checkbox"/> Minutes of Annual General Meeting |
| | <input type="checkbox"/> List of committees of the Organisations/Societies |
| <input type="checkbox"/> Others: | |

(Please attach copies of the certificate of registration of society and other relevant documents).

4. If *Wakaf*, please get further information from the Lembaga Urusan Zakat dan Baitulmal (LUKMAL), Majlis Agama Islam Melaka:

— Type of *Wakaf*:

— Information on *Wakaf*:

— Status of *Wakaf* land (Please attach a copy of the land title)

5. If Individual, please state:

Name of Owner:

Identification Card No.:

Registered Address of Owner:.....

..... Postcode:.....

Telephone No.:..... Facsimile No.:

E-Mail No.:

Registration No.:

Date of registration:.....

(If the applicant is not the registered owner of the land,there shall be produced a letter of undertaking by the registered owner of the land stating that the land may be used for the purposes of the school and that the school may enjoy the use of the land free from disturbances to the said land for such period as may be specified).

D. INFORMATION REGARDING PREMISES AND FACILITIES

Please ensure that the following details are attached together:

- (i) a certified copy of the plan of the whole building;
- (ii) a certified copy of safety certificate issued by the Fire and Rescue Department;
- (iii) a certified copy of health certificate issued by the Health Department; and
- (iv) a certified copy of certificate of fitness of occupation issued by the Local Authority.

1. Information on Premises

Campus
 Office Complex
 Shopping Complex

Shop house
 House

Others:

2. Information on Ownership:

Registered owners
 Tenant

If tenancy, please state:

amount of rental: RM..... monthly /yearly*

date of commencement of term of tenancy:

date of expiry of term of tenancy:.....

name and address of owner of premise:

.....

(Please attach a copy of the tenancy agreement)

3. Floor area of premise:

4. Site area of premise:

(Please attach a copy of the site plan of premise)

5. Particulars on Building:

| <i>No.</i> | <i>Name of Building/ Block</i> | <i>Type of Use</i> | <i>No. of Rooms</i> | <i>Floor Areas</i> |
|------------|------------------------------------|--------------------|-------------------------|------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

(Please use separate sheet if space available is insufficient)

6. Particulars on Rooms:

| <i>Room No.</i> | <i>Type of Use</i> | <i>Size of Room</i> |
|-----------------|--------------------|---------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

(Please use separate sheet if space available is insufficient)

7. Particulars on Facilities/Equipments:

| <i>Room No.</i> | <i>Types of Facilities/ Equipments</i> | <i>Type of Use</i> | <i>Total</i> |
|-----------------|--|--------------------|--------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

(Please use separate sheet if space available is insufficient)

8. Particulars on Recreational Facilities:

| <i>Room No.</i> | <i>Types of Facilities/ Equipments</i> | <i>Use</i> | <i>Total</i> |
|-----------------|--|------------|--------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

(Please use separate sheet if space available is insufficient)

9. Particulars on Other Facilities:

| <i>Room No.</i> | <i>Types of Other Facilities</i> | <i>Use</i> | <i>Total</i> |
|-----------------|----------------------------------|------------|--------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

(Please use separate sheet if space available is insufficient)

E. MANAGEMENT

1. Name of the Chairman of the Board of Management of the religious school as in Form C:

- (a) Full name:
- (b) Identification Card No. / Passport No.:
- (c) Nationality:Race:
- (d) Profession:
- (e) Academic qualifications:
- (f) Profesional qualifications:
- (g) Experience in the field of education:
- (h) Experience in the field of management :

Please attach:

- (i) curriculum vitae of the Chairman of the Board of Management
- (ii) a certified copy of Certificate / Diploma / Degree
- (iii) a certified copy of Identification Card/ Passport

2. Name, Identification Card No. and qualification of Principal/ Head Teacher/Teachers as in Appendix 1:

- (a) Full name:
- (b) Identification Card No. / Passport:
- (c) Nationality:Race:
- (d) Profession:
- (e) Academic qualification:
- (f) Professional qualification:
- (g) Experience in the field of education:
- (h) Experience in the field of management:

Please attach:

- (i) curriculum vitae of Principal / Headmaster/Teacher;
- (ii) a certified copy of letter of appointment of Principal/ Head Teacher/Teacher
- (iii) a certified copy of Certificate/Diploma/Degree of Principal/Head Teacher/Teacher
- (iv) a certified copy of Identification Card/Passport of Principal/Head Teacher/Teacher
- (v) a certified copy of Teaching Permit of Principal/ Head Teacher/Teacher

(vi) a certified copy of Credential Religious Teaching of Principal/Head Teacher/Teacher.

3. Information on financial sources as in Appendix 2:

- (i) Registration fee : RM
- (ii) Monthly fee : RMper month
- (iii) Public donation : RMper year
- (iv) Others : RM*per month/per year

F. DECLARATION OF APPLICANT

We do solemnly and sincerely declare that all statements contained in this application form and all documents attached herewith are true to the best of our knowledge and belief.

Signature of Chairman: Date:.....

Name of Chairman:

Signature of Secretary: Date:

Name of Secretary:

Signature of Treasurer: Date:

Name of Treasurer :

PART II

FOR OFFICE USE ONLY

Decision of Registrar:

| | |
|--|---------------------------|
| | Approved for registration |
| | Not approved |



.....
(Signature of Registrar)

.....
(Date)

Action:

Certificate of
Registration
No.

Date of Issue

.....
Signature of Officer

Appendix 1

**LIST OF NAMES, IDENTIFICATION CARDS NO. AND
QUALIFICATION OF PRINCIPAL/HEAD TEACHER/
TEACHERS OF ISLAMIC RELIGIOUS SCHOOLS**

| <i>No.</i> | <i>Full Name/ Address/ Telephone No./ Facsimile No./ E-Mail Address</i> | <i>I.C. No. / Passport No.</i> | <i>Nationality & Race</i> | <i>Academic/ Religious/ Professional Qualification</i> | <i>Experience</i> | <i>Reli- gion/ Mazhab</i> |
|------------|---|--|-----------------------------------|--|-------------------|-----------------------------------|
| | | | | | | |

.....
(Chairman)

.....
(Secretary)

.....
(Treasurer)

Date:.....

Date:.....

Date:.....

Appendix 2

INFORMATION ON FINANCIAL SOURCES OF ISLAMIC RELIGIOUS SCHOOLS

| No. | Type of Fees/ Revenue | Amount of Fees (Fill in the appropriate column only) | | | |
|-----|-----------------------|--|---------------------|---------------|-------------------|
| | | Monthly (RM) | Semester/ Term (RM) | Annually (RM) | Whole Course (RM) |
| | | | | | |

.....
(Chairman)

.....
(Secretary)

.....
(Treasurer)

Date:.....

Date:.....

Date:.....

REGISTRATION OF ISLAMIC RELIGIOUS SCHOOLS
(MALACCA) REGULATIONS 2003

Form B

(Paragraph 3(1)(b))

INSTRUMENT OF MANAGEMENT OF
ISLAMIC RELIGIOUS SCHOOL

PART I

PRELIMINARY

1. There shall be established an Islamic Religious School which shall be known by the name of.....
(name of school to be registered) addressed at.....
(or at any address as may be registered by the Registrar).
2. The purposes of the school is to provide Islamic religious education and knowledge and the teaching of *Al-Quran* to pupils, to produce pupils who are intellectually, spiritually, emotionally and physically balanced and harmonious based on a firm belief in and devotion to God, and any other matters incidental thereto.

Name of school.

Address of school.

Purpose of school.

PART II

BOARD OF MANAGEMENT OF SCHOOL

3. There shall be established a Board of Management for the religious school which shall consist of (at least seven persons and not more than seventeen persons) the following members:
 - (a) a Chairman;
 - (b) a Deputy Chairman;
 - (c) a Secretary (Principal or Head Teacher of the religious school);
 - (d) an Assistant Secretary;
 - (e) a Treasurer;
 - (f) (such numbers of member as may be required provided that the Board shall always have at least seven members).
4. (1) A member of the Board—
 - (a) shall be a person who is of sound mind and is not less than twenty-one years of age;
 - (b) shall be a Muslim;
 - (c) shall be a citizen of Malaysia but the Registrar may, in his discretion, allows a non-citizen to be a member;

Establishment of Board of Management.

Qualification of Board members.

(d) shall not be a bankrupt; and

(e) has not been convicted on any charge referred to in paragraph 6(g).

(2) Any member of the Board shall, unless he sooner resigns or vacates his office or his appointment is revoked, hold office for a term not exceeding two years and shall be eligible for reappointment.

Consent to be
member of Board.

5. A member of the Board shall give his consent prior to him to holding the office in the Board.

Office deemed
vacated.

6. The office of a member of the Board shall be vacated—

(a) if he dies;

(b) if he resigns his office by notice in writing addressed to the Secretary or the Chairman of the Board and his resignation is accepted;

(c) if he resigns his office as may be directed by the Registrar or if his appointment is revoked;

(d) if he absents himself from three consecutive meetings of the Board without leave of the Board;

(e) if he is of unsound mind or is otherwise incapable of performing his duties;

(f) if he becomes a bankrupt; or

(g) if there has been proved against him, or he has been convicted on, a charge in respect of—

(i) an offence involving fraud, dishonesty or moral turpitude;

(ii) an offence under any law relating to corruption; or

(iii) any other offence punishable with imprisonment (in itself only or in addition to or in lieu of a fine) for more than two years.

Vacancy in the
Board to be
filled.

7. Any vacancy in the Board shall be filled as soon as may be possible by a decision which shall be taken in the meeting of the Board, and the person appointed or elected to fill the vacancy in the office shall hold the office for the remainder of the term of the office.

Managing
religious school
in accordance
with the
Enactment.

8. The members of the Board shall manage and maintain the religious school in accordance with the provisions of the Control of Islamic Religious Schools (Malacca) Enactment 2002, the Registration of Islamic Religious Schools (Malacca) Regulation 2003 and other regulations made under that Enactment and its instrument of management approved by the Registrar.

PART III

MEETINGS OF BOARD

9. The Board shall meet at least four times a year at such time and place as the Chairman may determine. Meetings of Board.
10. A meeting of the Board shall be called by the Secretary of the Board by a notice of writing of at least seven days before the meeting is held, and the notice shall be sent to the members together with agenda of the meeting. However, three members of the Board may, by a notice in writing to the Secretary or the Chairman of the Board, request for an additional meeting to be held. Secretary shall call for meetings.
11. The quorum at all meetings of the Board shall be not less than two third (2/3) of the whole members of the Board. Quorum.
12. At any meetings of the Board, if the Chairman of the Board is absent, the Deputy Chairman of the Board shall preside. If the Deputy Chairman is also absent, the members present may elect one of them to preside. If Chairman is absent at meeting.
13. Every questions to be determined in any meeting of the Board shall be by votes of the majority of the members present and if there is an equality of votes, the Chairman or Deputy Chairman or the member as presiding shall have a casting vote. Decision of meeting by votes.
14. (1) The Secretary of the Board shall be responsible in managing the religious school's correspondence and shall ensure that minutes of all meetings of the Board are maintained and kept in proper form. Correspondence and minutes.
- (2) The minutes of meetings of the Board shall be submitted to the Registrar after one month a meeting was held.
15. (1) The Annual General Meeting of the religious school shall be held every year between the month of January until March. Annual General Meeting.
- (2) Each Annual General Meeting of the religious school shall contain the following agenda:
- (a) recital of *doa selamat* and *Al-Fatihah*;
 - (b) address by the Chairman of the Board;
 - (c) the tabling and confirmation of the minutes of the previous Annual General Meeting;
 - (d) matters arising;
 - (e) the tabling of the religious school's Statement of Accounts and the religious school's Financial Statement for the preceding year and estimates on revenue and expenditure for the current year;
 - (f) discussions on motions and proposals (if any); and
 - (g) other matters.

(3) One third of the parents whose children are studying in the religious school shall form the quorum for the Annual General Meeting of the religious school.

(4) A decision of the Annual General Meeting of the Religious School shall be unanimous or by majority votes of the parents present.

Disclosure of interest.

16. (1) A member of the Board who has or acquires a direct or indirect interest by himself or a member of his family in relation to any matter under discussion by the Board shall disclose to the Board the fact of his interest and its nature.

(2) A disclosure under subparagraph (1) shall be recorded in the minutes of the meeting of the Board in which the matter is discussed and, after the disclosure, the member—

- (a) shall be disregarded for the purpose of constituting a quorum of the meeting of the Board; and
- (b) shall not take part in or be present during any discussion or decision of the Board,

when the matter is discussed or decided upon.

Board may invite other persons to meetings.

17. The Board may invite any person to attend any meeting of the Board for the purpose of advising it on any matter under discussion, but any person so attending shall have no right to vote at any such meeting.

Validity of acts and proceedings.

18. No act done or proceedings taken by the Board shall be questioned on the ground—

- (a) of any vacancy in the membership of, or of any defect in the constitution of, the Board;
- (b) of the contravention by any member of the Board relating to the disclosure of interest by such member; or
- (c) of any omission, defect or irregularity not affecting the merits of the case.

PART IV

FEE AND FINANCE

Fees.

19. (1) Fees shall be imposed on the pupils.

(2) The fees prescribed shall be subject to the approval of the Board and the Registrar.

(3) Any other sources of revenue of the religious school shall be determined by the Board from time to time as the case may requires.

Keeping of accounts and financial records.

20. (1) The Board shall ensure to be kept proper accounts and other financial records in connection with the Religious School Account and such other accounts of the religious school.

(2) Subject to the provisions of the Control of Islamic Religious Schools (Malacca) Enactment 2002, the Registration of Islamic Religious Schools (Malacca) Regulations 2003 and other regulations made under that Enactment, the Religious School Account and such other accounts of the religious school shall be kept in the school by the Treasurer of the Board under the supervision of the Board or at any other place and in any manner as may be determined by the Board.

21. It shall be the responsibility of the Board to cause to be prepared estimates of revenue and expenditures of the religious school for each financial year to be approved by the Registrar. Expenditure and preparation of estimates.

22. The accounts of the religious school shall be made up until 31 December of each year. The Treasurer shall cause to be prepared the statements of receipts and expenditures and balance sheet for that year to be submitted to the Board and the Board shall cause the same to be audited by a qualified auditor or auditor or auditors appointed by the Board and approved by the Registrar. Accounts of school until 31 December.

23. The Treasurer shall submit to the Registrar a copy of the audited accounts not later than 31 March every year. The Registrar may request for further information or clarification regarding the accounts or may appoint an auditor or auditors to audit the accounts again if he thinks it necessary to do so. Submitting copy of audited account to Registrar.

24. All cash shall be kept in a bank chosen by the Board except that the Treasurer may keep an amount of RM500.00 at any one time for petty expenditures. Petty cash.

25. All cheques issued shall be signed by the Chairman, Treasurer and Secretary of the Board for any amount exceeding RM30,000.00 and cheques for lesser amount shall be signed by the Chairman and the Treasurer or the Secretary of the Board. Power to sign cheques.

PART V

APPOINTMENT OF COMMITTEES

26. (1) The Board may with the consent of the Registrar establish committees as it may think necessary or expedient to assist it in the performance of its duties, functions and the exercise of its powers. Appointment of committees.

(2) The committees to be established by virtue of subparagraph (1) shall include the following:

- (a) Jawatankuasa Pengambilan Pegawai dan Kakitangan;
- (b) Jawatankuasa Tatatertib Pegawai dan Kakitangan;
- (c) Jawatankuasa Pembangunan;
- (d) Jawatankuasa Kewangan;

- (e) Jawatankuasa Kurikulum;
- (f) Jawatankuasa Penilaian dan Peperiksaan;
- (g) Jawatankuasa Ko-kurikulum;
- (h) Jawatankuasa Pengambilan Pelajar;
- (i) Jawatankuasa Tatatertib Pelajar; and
- (j) Jawatankuasa Kebajikan Pelajar.

(3) Members of a committee established under subparagraph (1) may be appointed from amongst members of the Board or any other person as Board thinks fit.

(4) A member of a committee shall hold office for such term as may be specified in his letter of appointment and is eligible for reappointment.

(5) The Board may revoke the appointment of any member of a committee without assigning any reason therefor.

(6) A member of a committee may, at any time, resign by giving notice in writing to the chairman of the committee.

(7) A committee established under subsection (1)—

- (a) shall be chaired by a member of the Board;
- (b) shall conform to and act in accordance with any direction given to it by the Board; and
- (c) may determine its own procedures.

(8) The Board may, at any time, discontinue or alter the constitution of a committee.

(9) A committee shall hold its meetings at such times and places as the chairman of the committee may determine.

(10) A committee may invite any person to attend its meeting for the purpose of advising it on any matter under discussion but the person shall not be entitled to vote at the meeting.

PART VI

MISCELLANEOUS

Board to accept teachers, *etc.*

27. The Board shall accept any teacher or officer as may be placed by the Majlis Agama Islam Melaka or the State Government of Malacca in the religious school for any particular period or, if the Majlis or the State Government of Malacca thinks it necessary or expedient to do so.

Procedures to amend the Instrument of Management.

28. (1) The Board may make, amend or revoke its Instrument of Management.

(2) A proposal to make a new Instrument of Management or amend or to revoke an existing instrument of Management shall be prepared by the Secretary of the Board and shall be consented to by the Chairman of the Board.

(3) A proposal to make a new Instrument of Management or to make any amendment to or to revoke an existing Instrument of Management shall not be submitted to the Registrar for approval unless the proposal has earlier been tabled in the meeting of the Board and approved by the Board.

**REGISTRATION OF ISLAMIC RELIGIOUS SCHOOLS
(MALACCA) REGULATIONS 2003**

Form C

(Paragraph 3(1)(c))

**MEMBERS OF THE BOARD OF MANAGEMENT OF
ISLAMIC RELIGIOUS SCHOOL**

| <i>No.</i> | <i>Name/ Designation</i> | <i>Gen- der</i> | <i>I.C/or Passport No.</i> | <i>Address</i> | <i>Signature</i> |
|------------|------------------------------|---------------------|--------------------------------|----------------|------------------|
| 1. | Chairman | | | | |
| 2. | Deputy Chairman | | | | |
| 3. | Secretary | | | | |
| 4. | Assistant Secretary | | | | |
| 5. | Treasurer | | | | |
| 6. | Member | | | | |
| 7. | Member | | | | |
| 8. | Member | | | | |
| 9. | Member | | | | |
| 10. | Member | | | | |
| 11. | Member | | | | |
| 12. | Member | | | | |
| 13. | Member | | | | |

..... (Chairman) (Secretary) (Treasurer)

Date:..... Date:..... Date:.....

REGISTRATION OF ISLAMIC RELIGIOUS SCHOOLS
(MALACCA) REGULATIONS 2003

Form D

(Regulation 4)

CERTIFICATE OF REGISTRATION OF ISLAMIC RELIGIOUS
SCHOOL AND INSTRUMENT OF MANAGEMENT

Registration No.

It is hereby certified thataddressed at
.....and the Instrument of Management had
been registered under section 7 of the Control of Islamic Religious
Schools (Malacca) Enactment 2002.

Name of Chairman:.....

Identification Card /Passport No:.....

Address:.....

.....

This Certificate of Registration are subject to the following conditions
(*):

1. The said Religious School shall at all times be managed and maintained in accordance with this Instrument of Management of the School, the Control of Islamic Religious Schools (Malacca) Enactment 2002, the Registration of Islamic Religious Schools (Malacca) Regulations 2003 and other regulations made under that Enactment.
2. Shall at all times conform to the direction from the Registrar, Majlis Agama Islam Melaka and State Government of Malacca.
3. Maintain the minimum number of students of fifteen (15) persons.
4. Observe the curriculum which had been prescribed/certified by the Majlis Agama Islam Melaka.
5. The building shall have satisfied the standards of safety and health certified by the Fire and Rescue Department and the Health Department.

Date:

Signature of Registrar

* Subject to any other conditions as the Registrar deems necessary.

REGISTRATION OF ISLAMIC RELIGIOUS SCHOOLS
(MALACCA) REGULATIONS 2003

Form E

(Subparagraph 7(2))

APPLICATION TO CHANGE ADDRESS OF PREMISES OR TO ALTER THE
PREMISE OF ISLAMIC RELIGIOUS SCHOOL

Registrar
Islamic Religious Schools
Islamic Religious Department of Malacca
Malacca

I respectfully forward an application to change the address of the
premise/to alter the premise of the religious school the information
of which are as stated below:

2. Attach herewith is the fee for the application as follows:

- Islamic Nursery School RM 50.00
- Islamic Religious Primary School RM 100.00
- Islamic Religious Secondary School RM 150.00

Bank Draft No:

Name of Bank :

Address of Bank:

Yours faithfully,

.....
(Signature of Applicant)

Full name :

Identification Card No. :

Designation:

Dates:

PART I

TO BE FILLED BY THE BOARD OF MANAGEMENT OF THE ISLAMIC RELIGIOUS SCHOOL

1. Name of Islamic Religious School:

.....
.....

2. Address:

.....

.....Postcode:

Telephone No:Facsimile No:

E-Mail Address:

3. Information regarding registration:

Certificate of Registration No:

Date of registration:

4. Information regarding Chairman of Board of Management of Islamic Religious School:

Full name:

Identification Card/Passport No:

PART II

IF THE APPLICATION IS FOR CHANGE OF ADDRESS OF PREMISE

5. New premise address:

..... Postcode:

Telephone No.:Facsimile No.:

E-Mail address:

6. Information regarding premise:

(i) Type of premise

Campus Office Complex Business Complex

Shop house House

Others:

(ii) Information regarding ownership:

registered owner tenant

If tenancy, please state:

amount of rent: RM..... monthly / yearly*

date of commencement of term of tenancy:

date of expiry of term of tenancy:

name and address of owner of premise:

.....

.....

(Please attach a copy of the tenancy agreement)

(iii) Floor area of the premise:

(iv) Site area of premise:.....

(Please attach a copy of the site plan of the premise)

7. Particulars on Rooms:

| <i>Room No.</i> | <i>Type of use</i> | <i>Size of rooms</i> |
|-----------------|--------------------|----------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

(Please use separate sheet if space available is insufficient)

8. Particulars on Facilities/Equipments:

| <i>Room No.</i> | <i>Type of Facilities/ Equipments</i> | <i>Uses</i> | <i>Total</i> |
|-----------------|---|-------------|--------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

(Please use separate sheet if space available is insufficient)

PART III

IF APPLICATION IS FOR ALTERATION OF PREMISE

Please tick (/) in appropriate box

9. Types of Alteration:

Supplementing number of room/building

Reducing number of room/building

Changing number/use of room

10. Particulars of Alteration:

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

(Please attach the existing floor plan and new floor plan)

PART IV

DECLARATION OF APPLICANT

I.....

Identification Card No.....
do solemnly and sincerely declare that all statements contained in

this application form and all documents attached herewith are true to the best of my knowledge and belief.

.....
(Signature of Applicant)

Name:.....

Designation:.....

Date:.....

REGISTRATION OF ISLAMIC RELIGIOUS SCHOOLS
(MALACCA) REGULATIONS 2003

Form F

(Subregulation 9(1))

APPLICATION FOR REPLACEMENT OF CERTIFICATE
OF REGISTRATION

Registrar Islamic Religious Schools Islamic Religious Department of Malacca Malacca
Registration Certificate No.

I wish to apply for a replacement of the Certificate of Registration of the Islamic Religious Schools on the following ground:

lost damaged

2. Accompanying herewith is the application fee of RM20.00 and the damaged Certificate of Registration (if applicable).

Yours faithfully,

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

Name:.....

Identification Card No:.....

Name of Religious School:.....

Date:.....

3. Information on Islamic Religious School:

3.1 Category

- Government religious school private religious school

3.2 Level

- nursery primary
 secondary

3.3 Fields

- religious (Malay) academic
 religious (Arabic) technical/vocational
 religious (tahfiz)

3.4 Type

- tuition centre skill centre
 hostel daily

3.5 School session:

- morning afternoon
 morning & afternoon

3.6 Gender

- male female
 mix of male & female

3.7 Method

- full time part time

3.8 Medium of instruction

- Malay language English language
 Arabic language

3.9 Curriculum

- Islamic Religious National
 Department of Malacca
Others.....

3.10 Financing

Government aid

private

Others.....

3.11 Name of Chairman of Board:

Identification Card No.:

Race:

3.12 Certificate of Registration No.:

Date of issue::

Date :.....

.....
 (Signature of Registrar)

SECOND SCHEDULE

REGISTRATION OF ISLAMIC RELIGIOUS SCHOOLS
 (MALACCA) REGULATIONS 2003

FEES

- | | |
|---|----------|
| 1. Application for registration— | |
| (i) Islamic Nursery | RM100.00 |
| (ii) Primary Religious School | RM150.00 |
| (iii) Secondary Religious School | RM200.00 |
| 2. Application for change of address of premise or to alter the premise and to do other change | |
| (i) Islamic Nursery | RM 50.00 |
| (ii) Religious Primary School | RM100.00 |
| (iii) Religious Secondary School | RM200.00 |
| 3. Application for copy / replacement— | |
| Certificate of registration | RM 20.00 |

THIRD SCHEDULE

REGISTRATION OF ISLAMIC RELIGIOUS SCHOOLS
(MALACCA) REGULATIONS 2003

(Subregulation 6(1))

REGISTER OF ISLAMIC RELIGIOUS SCHOOL

Register No. 1. Name of Islamic religious school.....
.....

| <i>Amendment</i> | <i>Name of Islamic religious school</i> | <i>Signature of Registrar</i> | <i>Date</i> |
|------------------|---|-------------------------------|-------------|
| First | | | |
| Second | | | |
| Third | | | |

2. Address:.....
.....Postcode:.....
.....

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

Made 31 December 2002

[JAIM/6/04/26; PUN(M)353/46/31-1]

DATUK SERI HAJI MOHD ALI BIN MOHD RUSTAM
*Chairman**Majlis Agama Islam Melaka*

Hakcipta Pencetak (H)

PERCETAKAN NASIONAL MALAYSIA BERHAD

Semua Hak Terpelihara. Tiada mana-mana bahagian jua daripada penerbitan ini boleh diterbitkan semula atau disimpan di dalam bentuk yang boleh diperolehi semula atau disiarkan dalam sebarang bentuk dengan apa jua cara elektronik, mekanikal, fotokopi, rakaman dan/atau sebaliknya tanpa mendapat izin daripada **Percetakan Nasional Malaysia Berhad (Pencetak kepada Kerajaan Malaysia yang dilantik)**.



DICETAK OLEH
PERCETAKAN NASIONAL MALAYSIA BERHAD,
CAWANGAN KUALA LUMPUR
BAGI PIHAK DAN DENGAN PERINTAH KERAJAAN MALAYSIA