MOE Private Education  
Application Forms for operators

# [S](#SUMMARY_OF_COURSE_1)[ummary of Course Particulars](#SUMMARY_OF_COURSE_1)

# [Registration as a Teacher](#REGISTRATION_AS_A_1)

# [Registration as Member of Committee of Management](#REGISTRATION_AS_MEMBER_1)

# [A](#Appointment_Note_or_8)[ppointment Note or Directors’ Resolution](#Appointment_Note_or_8)

# [School Constitution](#School_constitution_form_6)

**Note:**

If you are registering a new private school, do take note of the other documents you are required to submit:

1. A1-sized approved floor plan by SCDF
2. Fire Safety Certificate
3. Grant of Written Permission from URA or HDB
4. Course write-up, if it is not a tuition course or following MOE-syllabus
5. Memorandum and Articles of Association of Private Limited Company (for companies only)

# **SUMMARY OF COURSE PARTICULARS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Course/Subject Title*** | ***Level*** | ***Duration***  ***(e.g. 1 year or 1 month)*** | ***Teaching Days***  ***Per Week***  ***(e.g. 1 day)*** | ***Hours***  ***Per Day*** | ***Monthly/Course Fee*** | ***Regn Fee*** | ***Name of Teacher***  ***(this information should correspond with Form RT Section 5)*** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| *Name & Address*  *of School:* | *Date:* |
| *Name of Supervisor:* | *Signature:* |

# **REGISTRATION AS A TEACHER**

This form may take you about 10 minutes to fill in.

You will need the following information to fill in the form:

* NRIC number/Passport number
* Academic qualifications
* Previous employment details

## Director-General of Education

### Ministry of Education

Singapore

## I hereby forward an application for the following person to teach in the school as indicated in **Section 1** below:-

## **Section 1: School Particulars**

|  |  |  |
| --- | --- | --- |
| **1** Name of School | **2** School Email Address | |
| **3** Address of School  Singapore Postal Code ( ) | **4** Tel No. | **5** Fax No. |

## **Section 2: Teacher’s Particulars**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **6** Name (Dr/ Mr/ Miss/ Mdm/ Mrs) | | **7** NRIC/ Passport No. | **8** Country of Issue | |
| **9** Residential Address  Singapore Postal Code ( ) | | **10** Tel No. | **11** Handphone/ Pager No. | |
| **12** Date of Birth | **13** Place of Birth | **14** Sex | **15** Citizenship | |
| **16** Current Occupation & Place of Employment | | | **17** S’pore PR? \* | [ ] Yes  [ ] No |

## ***Section 3: Education Particulars in Chronological Order \*\****

|  |  |  |  |
| --- | --- | --- | --- |
| **18** Year of  Attainment | **19** Qualification  Attained | **20** Name of School/ College/ University Attended | **21** Country |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## *Section 4: Previous and Present Employment in Chronological Order \*\**

|  |  |  |  |
| --- | --- | --- | --- |
| **22** Period of Employment | | **23** Name and Address of Employer | **24** Position Held |
| From | To |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\* (Mark ‘X’ where appropriate)

\*\* (Please attach additional sheets if spaces provided are insufficient)

Form RT

**Section 5: Courses/ Subjects to be Taught \*\***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **25** Course/ Subject | **26** Level(s) |  | **25** Course/ Subject | **26** Level(s) |
| 1 |  |  | 4 |  |  |
| 2 |  |  | 5 |  |  |
| 3 |  |  | 6 |  |  |
| **27** I attach copies of these documents: \* | | [ ] NRIC (Singapore Citizen/PR) or Passport (Foreigner)  [ ] Educational Certificates (Secondary Level and Above)  [ ] Previous MOE Approval(s) to Teach  [ ] Reference Letters from Past Employers  [ ] Others (to specify) .............................................. | | | |

## *Section 6: Declaration by Teacher*

|  |
| --- |
| **28** I declare that:-   1. I am a person of good character and have never been convicted of an offence punishable with imprisonment 2. I have never previously been refused registration as a teacher or having been so registered had my registration cancelled   The contents of this application are true to the best of my knowledge, information and belief |
| Signature of Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## *Section 7: Signature of Supervisor*

|  |
| --- |
| **29** I confirm that:-   1. The above information has been verified and all documents forwarded herein are certified true copies 2. The applicant has been certified medically fit by a registered doctor.   Signature of Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\* (Mark ‘X’ where appropriate)

\*\* (Please attach additional sheets if spaces provided are insufficient)

***The duly completed forms together with the relevant documents are to be submitted to the MOE via dispatch or postal mail***

Form RT

# 

# **REGISTRATION AS MEMBER OF COMMITTEE OF MANAGEMENT**

This form may take you about 5 minutes to fill in.  
You will need NRIC number/Passport number to fill in the form.

## Director-General of Education

### **Ministry of Education**

Singapore

## I hereby submit an application for registration as member of the Committee of Management particulars of which are as follows:-

## **Section 1: School Particulars**

|  |  |  |
| --- | --- | --- |
| **1** Name of School | **2** School Email Address | |
| **3** Address of School  Singapore Postal Code ( ) | **4** Tel No. | **5** Fax No. |

## **Section 2: Personal Particulars of Applicant**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **6** Name (Dr / Mr / Miss / Mdm / Mrs) | | | | **7** NRIC / Passport No. | | **8** Country of Issue | |
| **9** Residential Address  Singapore Postal Code ( ) | | | | **10** Tel No. | | **11** Handphone/ Pager No. | |
| **12** Date of Birth | **13** Place of Birth | | | **14** Sex | | **15** Citizenship | |
| **16** Current Occupation & Place of Employment | | | | | | **17** S’pore PR? \* | [ ] Yes  [ ] No |
| 18 **Highest Academic Qualification Attained \*** | | | | | | | |
| [ ] Secondary School Cert. | | [ ] Diploma | [ ] Degree | | [ ] Others (to specify) ............................ | | |
| ***19*** I attach copy of this document: \* | | | [ ] NRIC (Singapore Citizen/PR) or Passport (Foreigner) | | | | |

**Section 3: Position in Committee \***

|  |  |
| --- | --- |
| **20** [ ] Supervisor | [ ] Manager (Member) |

## **Section 4: Declaration by Applicant**

|  |
| --- |
| **21** I declare that:-   1. I am normally resident in Singapore for at least 9 months in each year 2. I am a person of good character and have never been convicted of an offence punishable with imprisonment 3. I have never previously been refused registration as a manager of any school or having been so registered had my registration cancelled 4. I am not an undischarged bankrupt 5. I am able to carry out the duties as a manager of the above school and I am familiar with the provisions of the Education Act and the provisions made thereunder   The contents of this application are true to the best of my knowledge, information and belief |
| Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## **Section 5: Signature of Supervisor**

|  |
| --- |
| **22 I confirm that the above information has been verified and accurate.**  Signature of Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\*(Mark ‘X’ where appropriate)

Form CM

# 

# Appointment Note or Directors’ Resolution

Select the form that matches your business entity:

[Appointment note for Sole-proprietorship](#Appointment_Note_or)

[Appointment note for Partnership](#Appointment_Note_or_1)

[Appointment note for Limited Liability Partnership](#Appointment_Note_or_2)

[Appointment note for Limited Partnership](#Appointment_Note_or_3)

[Directors’ resolution for Private Limited Company or Limited Company](#Appointment_Note_or_4)

[Director’s resolution for Private Limited Company or Limited Company (Sole Director)](#Appointment_Note_or_5)

[Directors’ resolution for Private Limited Company owning a Sole-proprietorship Business (i.e. school)](#Appointment_Note_or_6)

# Appointment Note or Directors’ Resolution

Appointment note for Sole-proprietorship

**<<NAME OF BUSINESS>>**

(Registration No. <<ACRA Registration Number>>)

I, the undersigned, being the sole-proprietor of **<<Name of Business>>** hereby approve the appointment of the following person(s) as members of the Committee of Management for **<<Name of School>>**for 3 years term-in-office with effect from the date of registration of the private school:-

**NAME APPOINTMENT**

<<Appointee>> Supervisor

<<Appointee>> Secretary

<<Appointee>> Treasurer

<<Appointee>> Member

**SOLE-PROPRIETOR SIGNATURE**

<<Name>>

Date: <<Date>>

## 

# Appointment Note or Directors’ Resolution

Appointment note for Partnership

**<<Name of Business>>**

(Business Registration No: <<ACRA Registration Number>>)

We, the undersigned, being the partners of **<<Name of Business>>** hereby approve the appointment of the following person(s) as members of the Committee of Management for **<<Name of School>>** for 3 years term-in-office with effect from the date of registration of the private school:-

**NAME POSITION HELD**

<<Appointee>> Supervisor

<<Appointee>> Secretary

<<Appointee>> Treasurer

<<Appointee>> Member

**PARTNERS SIGNATURE**

<<Name>>

<<Name>>

Dated: <<Date>>

## 

# Appointment Note or Directors’ Resolution

Appointment note for Limited Liability Partnership

**<<Name of Business>>**

(Business Registration No: <<ACRA Registration Number>>)

We, the undersigned, being the partners of **<<Name of Business>>** hereby approve the appointment of the following person(s) as members of the Committee of Management for **<<Name of School without LLP>>**for 3 years term-in-office with effect from the date of registration of the private school:-

**NAME POSITION HELD**

<<Appointee>> Supervisor

<<Appointee>> Secretary

<<Appointee>> Treasurer

<<Appointee>> Member

**PARTNERS SIGNATURE**

<<Name>>

<<Name>>

Dated: <<Date>>

# Appointment Note or Directors’ Resolution

Appointment note for Limited Partnership

**<<Name of Business>>**

(Business Registration No: <<ACRA Registration Number>>)

We, the undersigned, being the partners of **<<Name of Business>>** hereby approve the appointment of the following person(s) as members of the Committee of Management for **<<Name of School without LP>>**for 3 years term-in-office with effect from the date of registration of the private school:-

**NAME POSITION HELD**

<<Appointee>> Supervisor

<<Appointee>> Secretary

<<Appointee>> Treasurer

<<Appointee>> Member

**PARTNERS SIGNATURE**

<<Name>>

<<Name>>

Dated: <<Date>>

# Appointment Note or Directors’ Resolution

Directors’ resolution for Private Limited Company or Limited Company

**<<Company Name>>**

(COMPANY NO.: <<ACRA Registration Number>>)

(Incorporated in the Republic of Singapore)

**DIRECTORS’ RESOLUTION IN WRITING PURSUANT TO**

**THE COMPANY’S ARTICLES OF ASSOCIATION**

We, the undersigned, being the Directors of the Company, at this date, do pursuant to the Company’s Articles of Association, resolve:

**APPOINTMENT OF COMMITTEE OF MANAGEMENT**

THAT the Company do hereby approve the appointment of the following person(s) as members of the Committee of Management for <<School Name without Pte Ltd>> for 3 years term in office with effect from the date of registration of the school: -

**NAME POSITION HELD**

<<Appointee>> Supervisor

<<Appointee>> Secretary

<<Appointee>> Treasurer

<<Appointee>> Member

**DIRECTORS SIGNATURE**

<<Name>> \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<<Name>> \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: <<Date>>

# Appointment Note or Directors’ Resolution

Director’s resolution for Private Limited Company or Limited Company (Sole Director)

**<<Company Name>>**

(COMPANY NO.: <<ACRA Registration Number>>)

(Incorporated in the Republic of Singapore)

**DIRECTOR’S RESOLUTION IN WRITING PURSUANT TO**

**THE COMPANY’S ARTICLES OF ASSOCIATION**

I, the undersigned, being the Director of the Company, at this date, do pursuant to the Company’s Articles of Association, resolve:

**APPOINTMENT OF COMMITTEE OF MANAGEMENT**

THAT the Company do hereby approve the appointment of the following person(s) as members of the Committee of Management for <<School Name without Pte Ltd>> for 3 years term in office with effect from the date of registration of the school: -

**NAME POSITION HELD**

<<Appointee>> Supervisor

<<Appointee>> Secretary

<<Appointee>> Treasurer

<<Appointee>> Member

**DIRECTOR SIGNATURE**

<<Name>> \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: <<Date>>

# Appointment Note or Directors’ Resolution

Directors’ resolution for Private Limited Company owning a Sole-proprietorship Business (i.e. school)

**<<Company Name>>**

(COMPANY NO.: <<ACRA Registration Number>>)

(Incorporated in the Republic of Singapore)

**DIRECTORS’ RESOLUTION IN WRITING PURSUANT TO**

**THE COMPANY’S ARTICLES OF ASSOCIATION**

We, the undersigned, being the Directors of the Company, at this date, do pursuant to the Company’s Articles of Association, resolve:

**APPOINTMENT OF COMMITTEE OF MANAGEMENT**

THAT the Company do hereby approve the appointment of the following person(s) as members of the Committee of Management for <<School Name>> for 3 years term in office with effect from the date of registration of the school: -

**NAME POSITION HELD**

<<Appointee>> Supervisor

<<Appointee>> Secretary

<<Appointee>> Treasurer

<<Appointee>> Member

**DIRECTORS SIGNATURE**

<<Name>> \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<<Name>> \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: <<Date>>

# School constitution form

Select the form that matches your business entity:

[Sole-proprietorship](#School_constitution_form)

[Partnership](#School_constitution_form_1)

[Limited Liability Partnership](#School_constitution_form_2)

[Limited Partnership](#School_constitution_form_3)

[Private Limited Company or Limited Company](#School_constitution_form_4)

[Private Limited Company owning a Sole-proprietorship Business (i.e. school)](#School_constitution_form_5)

# School constitution form

Sole-proprietorship

**CONSTITUTION OF <<NAME OF SCHOOL>>**

Name and Address

The name of the school shall be <<Name of School>>and its address is <<Address>>.

Aims

To provide tuition, enrichment and language courses to students. <<You may change according to the aims of your school>>

**Committee of Management**

1. The Committee of Management shall operate according to the Education Act, Cap 87 (1985 Ed) and the Schools Regulations (1990 Ed).
2. The Committee of Management shall be appointed by the sole-proprietorship business of<<Business Name>> (registered under the Business Registration Act, Cap 32) and is subject to the approval of the Director-General of Education. The Committee shall consist of not more than nine members and shall comprise:
3. Supervisor
4. Secretary
5. Treasurer
6. 6 other Committee members, if necessary.
7. The term of office of the Committee of Management shall be three years.
8. The Committee of Management shall at least convene a meeting once in every 3 months.
9. The Committee of Management shall recommend for registration one of their members to be the Supervisor of the School.

**Duties of Supervisor**

1. The Supervisor shall:-
2. conduct all correspondence with the Director-General of Education concerning the administration of the School;
3. observe that the appointment and dismissal of any member of the staff of the school shall be determined by a majority vote of all members and that action for the appointment and dismissal of staff shall be initiated by him;
4. be responsible for issuing to every teacher engaged to teach in his School a Letter of Appointment which shall set out:-
5. the conditions of service;
6. the salary scale; and
7. the conditions upon which the appointment may be terminated;
8. be responsible for ensuring that the salaries of all teachers are paid in full when due;
9. ensure that no instruction shall be given in the school except in accordance with a syllabus approved by the Director-General of Education;
10. comply with directions given by the Director-General of Education in writing to him as to the preparation or alteration of the time-table of work of any class and submit for the approval of the Director-General of Education any such new revised time-table;
11. cause a copy of the time-table of each class to be displayed in the classroom it normally occupies;
12. inform the Director-General of Education of any change in the hours of school work;
13. ensure that no subscription or fees shall be collected from pupils other than fees approved by the Director-General of Education;
14. submit to the Director-General of Education for approval a list of the proposed monthly or termly Education Fee, Registration Fee and any other fees;
15. cause to be kept proper books of account in which shall be shown every item of income and expenditure received and incurred on behalf of the School;
16. ensure that all books of account shall be audited annually by an auditor approved by the Director-General of Education;
17. ensure that the health requirements as stated in the Schools Regulations (1990 Ed) and/or as recommended by the Commissioner of Public Health shall be complied with and maintained;
18. ensure that in every classroom or room used as such, there shall be displayed a certificate signed by the Director-General or an Officer authorised under Section 5 of the Education Act, Cap 87 (1985 Ed), specifying the maximum number of persons to be accommodated in that room at any one time and that no person other than the Director-General of Education or such officer shall remove, deface, cancel or alter such certificate;
19. keep in his custody the seal of the School, title deeds of school property and other important documents;
20. obtain approval of the Director-General of Education for the closure of school before it can be effected;
21. be responsible for the organisation of the curriculum both in and out of the classroom, for the control of the teachers and for the maintenance of discipline of the pupils of the School;
22. enter fees paid by pupils in proper books of account as income of the School;
23. issue receipts to the payment of fees by every pupil;
24. keep all accounts books which shall be available at all reasonable times for scrutiny by an Inspector of Schools;
25. have powers to delegate part of his duties specified above to other members of the Committee of Management of the School provided that prior approval to that effect has been obtained from the Director-General of Education.

**Duties of Secretary**

1. The Secretary shall record and keep minutes of all proceedings and resolutions passed at meetings of the Committee of Management.

**Duties of Treasurer**

1. The Treasurer shall:-
2. be responsible for all financial transactions of the School;
3. maintain proper books of account of the School;
4. prepare annual statements of accounts for audit by an auditor approved by the Director-General of Education;
5. submit a copy of audited annual statements of accounts to the Ministry of Education on or before the 30th June, in the following year.

Signature of Supervisor: *<<Signature>>*

Name of Supervisor: <<Name>>

Date:

# School constitution form

Partnership

**CONSTITUTION OF <<NAME OF SCHOOL>>**

Name and Address

The name of the school shall be <<Name of School>>and its address is <<Address>>.

Aims

To provide tuition, enrichment and language courses to students. <<You may change according to the aims of your school>>

**Committee of Management**

1. The Committee of Management shall operate according to the Education Act, Cap 87 (1985 Ed) and the Schools Regulations (1990 Ed).
2. The Committee of Management shall be appointed by the partnership business of<<Business Name>>(registered under the Business Registration Act, Cap 32) and is subject to the approval of the Director-General of Education. The Committee shall consist of not more than nine members and shall comprise:
3. Supervisor
4. Secretary
5. Treasurer
6. 6 other Committee members, if necessary.
7. The term of office of the Committee of Management shall be three years.
8. The Committee of Management shall at least convene a meeting once in every 3 months.
9. The Committee of Management shall recommend for registration one of their members to be the Supervisor of the School.

**Duties of Supervisor**

1. The Supervisor shall:-
2. conduct all correspondence with the Director-General of Education concerning the administration of the School;
3. observe that the appointment and dismissal of any member of the staff of the school shall be determined by a majority vote of all members and that action for the appointment and dismissal of staff shall be initiated by him;
4. be responsible for issuing to every teacher engaged to teach in his School a Letter of Appointment which shall set out:-
5. the conditions of service;
6. the salary scale; and
7. the conditions upon which the appointment may be terminated;
8. be responsible for ensuring that the salaries of all teachers are paid in full when due;
9. ensure that no instruction shall be given in the school except in accordance with a syllabus approved by the Director-General of Education;
10. comply with directions given by the Director-General of Education in writing to him as to the preparation or alteration of the time-table of work of any class and submit for the approval of the Director-General of Education any such new revised time-table;
11. cause a copy of the time-table of each class to be displayed in the classroom it normally occupies;
12. inform the Director-General of Education of any change in the hours of school work;
13. ensure that no subscription or fees shall be collected from pupils other than fees approved by the Director-General of Education;
14. submit to the Director-General of Education for approval a list of the proposed monthly or termly Education Fee, Registration Fee and any other fees;
15. cause to be kept proper books of account in which shall be shown every item of income and expenditure received and incurred on behalf of the School;
16. ensure that all books of account shall be audited annually by an auditor approved by the Director-General of Education;
17. ensure that the health requirements as stated in the Schools Regulations (1990 Ed) and/or as recommended by the Commissioner of Public Health shall be complied with and maintained;
18. ensure that in every classroom or room used as such, there shall be displayed a certificate signed by the Director-General or an Officer authorised under Section 5 of the Education Act, Cap 87 (1985 Ed), specifying the maximum number of persons to be accommodated in that room at any one time and that no person other than the Director-General of Education or such officer shall remove, deface, cancel or alter such certificate;
19. keep in his custody the seal of the School, title deeds of school property and other important documents;
20. obtain approval of the Director-General of Education for the closure of school before it can be effected;
21. be responsible for the organisation of the curriculum both in and out of the classroom, for the control of the teachers and for the maintenance of discipline of the pupils of the School;
22. enter fees paid by pupils in proper books of account as income of the School;
23. issue receipts to the payment of fees by every pupil;
24. keep all accounts books which shall be available at all reasonable times for scrutiny by an Inspector of Schools;
25. have powers to delegate part of his duties specified above to other members of the Committee of Management of the School provided that prior approval to that effect has been obtained from the Director-General of Education.

**Duties of Secretary**

1. The Secretary shall record and keep minutes of all proceedings and resolutions passed at meetings of the Committee of Management.

**Duties of Treasurer**

1. The Treasurer shall:-
2. be responsible for all financial transactions of the School;
3. maintain proper books of account of the School;
4. prepare annual statements of accounts for audit by an auditor approved by the Director-General of Education;
5. submit a copy of audited annual statements of accounts to the Ministry of Education on or before the 30th June, in the following year.

Signature of Supervisor: *<<Signature>>*

Name of Supervisor: <<Name>>

Date:

# School constitution form

Limited Liability Partnership

**CONSTITUTION OF <<NAME OF SCHOOL>>**

Name and Address

The name of the school shall be <<Name of School>>and its address is <<Address>>.

Aims

To provide tuition, enrichment and language courses to students. <<You may change according to the aims of your school>>

**Committee of Management**

1. The Committee of Management shall operate according to the Education Act, Cap 87 (1985 Ed) and the Schools Regulations (1990 Ed).
2. The Committee of Management shall be appointed by the <<Business Name >> (registered under the Limited Liability Partnerships Act 2005)and is subject to the approval of the Director-General of Education. The Committee shall consist of not more than nine members and shall comprise:
3. Supervisor
4. Secretary
5. Treasurer
6. 6 other Committee members, if necessary.
7. The term of office of the Committee of Management shall be three years.
8. The Committee of Management shall at least convene a meeting once in every 3 months.
9. The Committee of Management shall recommend for registration one of their members to be the Supervisor of the School.

**Duties of Supervisor**

1. The Supervisor shall:-
2. conduct all correspondence with the Director-General of Education concerning the administration of the School;
3. observe that the appointment and dismissal of any member of the staff of the school shall be determined by a majority vote of all members and that action for the appointment and dismissal of staff shall be initiated by him;
4. be responsible for issuing to every teacher engaged to teach in his School a Letter of Appointment which shall set out:-
5. the conditions of service;
6. the salary scale; and
7. the conditions upon which the appointment may be terminated;
8. be responsible for ensuring that the salaries of all teachers are paid in full when due;
9. ensure that no instruction shall be given in the school except in accordance with a syllabus approved by the Director-General of Education;
10. comply with directions given by the Director-General of Education in writing to him as to the preparation or alteration of the time-table of work of any class and submit for the approval of the Director-General of Education any such new revised time-table;
11. cause a copy of the time-table of each class to be displayed in the classroom it normally occupies;
12. inform the Director-General of Education of any change in the hours of school work;
13. ensure that no subscription or fees shall be collected from pupils other than fees approved by the Director-General of Education;
14. submit to the Director-General of Education for approval a list of the proposed monthly or termly Education Fee, Registration Fee and any other fees;
15. cause to be kept proper books of account in which shall be shown every item of income and expenditure received and incurred on behalf of the School;
16. ensure that all books of account shall be audited annually by an auditor approved by the Director-General of Education;
17. ensure that the health requirements as stated in the Schools Regulations (1990 Ed) and/or as recommended by the Commissioner of Public Health shall be complied with and maintained;
18. ensure that in every classroom or room used as such, there shall be displayed a certificate signed by the Director-General or an Officer authorised under Section 5 of the Education Act, Cap 87 (1985 Ed), specifying the maximum number of persons to be accommodated in that room at any one time and that no person other than the Director-General of Education or such officer shall remove, deface, cancel or alter such certificate;
19. keep in his custody the seal of the School, title deeds of school property and other important documents;
20. obtain approval of the Director-General of Education for the closure of school before it can be effected;
21. be responsible for the organisation of the curriculum both in and out of the classroom, for the control of the teachers and for the maintenance of discipline of the pupils of the School;
22. enter fees paid by pupils in proper books of account as income of the School;
23. issue receipts to the payment of fees by every pupil;
24. keep all accounts books which shall be available at all reasonable times for scrutiny by an Inspector of Schools;
25. have powers to delegate part of his duties specified above to other members of the Committee of Management of the School provided that prior approval to that effect has been obtained from the Director-General of Education.

**Duties of Secretary**

1. The Secretary shall record and keep minutes of all proceedings and resolutions passed at meetings of the Committee of Management.

**Duties of Treasurer**

1. The Treasurer shall:-
2. be responsible for all financial transactions of the School;
3. maintain proper books of account of the School;
4. prepare annual statements of accounts for audit by an auditor approved by the Director-General of Education;
5. submit a copy of audited annual statements of accounts to the Ministry of Education on or before the 30th June, in the following year.

Signature of Supervisor: *<<Signature>>*

Name of Supervisor: <<Name>>

Date:

# School constitution form

Limited Partnership

**CONSTITUTION OF <<NAME OF SCHOOL>>**

Name and Address

The name of the school shall be <<Name of School>>and its address is <<Address>>.

Aims

To provide tuition, enrichment and language courses to students. <<You may change according to the aims of your school>>

**Committee of Management**

1. The Committee of Management shall operate according to the Education Act, Cap 87 (1985 Ed) and the Schools Regulations (1990 Ed).
2. The Committee of Management shall be appointed by the <<Business Name >> (registered under the Limited Partnerships Act 2008)and is subject to the approval of the Director-General of Education. The Committee shall consist of not more than nine members and shall comprise:
3. Supervisor
4. Secretary
5. Treasurer
6. 6 other Committee members, if necessary.
7. The term of office of the Committee of Management shall be three years.
8. The Committee of Management shall at least convene a meeting once in every 3 months.
9. The Committee of Management shall recommend for registration one of their members to be the Supervisor of the School.

**Duties of Supervisor**

1. The Supervisor shall:-
2. conduct all correspondence with the Director-General of Education concerning the administration of the School;
3. observe that the appointment and dismissal of any member of the staff of the school shall be determined by a majority vote of all members and that action for the appointment and dismissal of staff shall be initiated by him;
4. be responsible for issuing to every teacher engaged to teach in his School a Letter of Appointment which shall set out:-
5. the conditions of service;
6. the salary scale; and
7. the conditions upon which the appointment may be terminated;
8. be responsible for ensuring that the salaries of all teachers are paid in full when due;
9. ensure that no instruction shall be given in the school except in accordance with a syllabus approved by the Director-General of Education;
10. comply with directions given by the Director-General of Education in writing to him as to the preparation or alteration of the time-table of work of any class and submit for the approval of the Director-General of Education any such new revised time-table;
11. cause a copy of the time-table of each class to be displayed in the classroom it normally occupies;
12. inform the Director-General of Education of any change in the hours of school work;
13. ensure that no subscription or fees shall be collected from pupils other than fees approved by the Director-General of Education;
14. submit to the Director-General of Education for approval a list of the proposed monthly or termly Education Fee, Registration Fee and any other fees;
15. cause to be kept proper books of account in which shall be shown every item of income and expenditure received and incurred on behalf of the School;
16. ensure that all books of account shall be audited annually by an auditor approved by the Director-General of Education;
17. ensure that the health requirements as stated in the Schools Regulations (1990 Ed) and/or as recommended by the Commissioner of Public Health shall be complied with and maintained;
18. ensure that in every classroom or room used as such, there shall be displayed a certificate signed by the Director-General or an Officer authorised under Section 5 of the Education Act, Cap 87 (1985 Ed), specifying the maximum number of persons to be accommodated in that room at any one time and that no person other than the Director-General of Education or such officer shall remove, deface, cancel or alter such certificate;
19. keep in his custody the seal of the School, title deeds of school property and other important documents;
20. obtain approval of the Director-General of Education for the closure of school before it can be effected;
21. be responsible for the organisation of the curriculum both in and out of the classroom, for the control of the teachers and for the maintenance of discipline of the pupils of the School;
22. enter fees paid by pupils in proper books of account as income of the School;
23. issue receipts to the payment of fees by every pupil;
24. keep all accounts books which shall be available at all reasonable times for scrutiny by an Inspector of Schools;
25. have powers to delegate part of his duties specified above to other members of the Committee of Management of the School provided that prior approval to that effect has been obtained from the Director-General of Education.

**Duties of Secretary**

1. The Secretary shall record and keep minutes of all proceedings and resolutions passed at meetings of the Committee of Management.

**Duties of Treasurer**

1. The Treasurer shall:-
2. be responsible for all financial transactions of the School;
3. maintain proper books of account of the School;
4. prepare annual statements of accounts for audit by an auditor approved by the Director-General of Education;
5. submit a copy of audited annual statements of accounts to the Ministry of Education on or before the 30th June, in the following year.

Signature of Supervisor: *<<Signature>>*

Name of Supervisor: <<Name>>

Date:

# School constitution form

Private Limited Company or Limited Company

**CONSTITUTION OF <<NAME OF SCHOOL>>**

Name and Address

The name of the school shall be <<Name of School>>and its address is <<Address>>.

Aims

To provide tuition, enrichment and language courses to students.<<You may change according to the aims of your school>>

**Committee of Management**

1. The Committee of Management shall operate according to the Education Act, Cap 87 (1985 Ed) and the Schools Regulations (1990 Ed).
2. The Committee of Management shall be appointed by <<Name of Company>> (registered under the Companies Act, Cap 50) and is subject to the approval of the Director-General of Education. The Committee shall consist of not more than nine members and shall comprise:
3. Supervisor
4. Secretary
5. Treasurer
6. 6 other Committee members, if necessary.
7. The term of office of the Committee of Management shall be three years.
8. The Committee of Management shall at least convene a meeting once in every 3 months.
9. The Committee of Management shall recommend for registration one of their members to be the Supervisor of the School.

**Duties of Supervisor**

1. The Supervisor shall:-
2. conduct all correspondence with the Director-General of Education concerning the administration of the School;
3. observe that the appointment and dismissal of any member of the staff of the school shall be determined by a majority vote of all members and that action for the appointment and dismissal of staff shall be initiated by him;
4. be responsible for issuing to every teacher engaged to teach in his School a Letter of Appointment which shall set out:-
5. the conditions of service;
6. the salary scale; and
7. the conditions upon which the appointment may be terminated;
8. be responsible for ensuring that the salaries of all teachers are paid in full when due;
9. ensure that no instruction shall be given in the school except in accordance with a syllabus approved by the Director-General of Education;
10. comply with directions given by the Director-General of Education in writing to him as to the preparation or alteration of the time-table of work of any class and submit for the approval of the Director-General of Education any such new revised time-table;
11. cause a copy of the time-table of each class to be displayed in the classroom it normally occupies;
12. inform the Director-General of Education of any change in the hours of school work;
13. ensure that no subscription or fees shall be collected from pupils other than fees approved by the Director-General of Education;
14. submit to the Director-General of Education for approval a list of the proposed monthly or termly Education Fee, Registration Fee and any other fees;
15. cause to be kept proper books of account in which shall be shown every item of income and expenditure received and incurred on behalf of the School;
16. ensure that all books of account shall be audited annually by an auditor approved by the Director-General of Education;
17. ensure that the health requirements as stated in the Schools Regulations (1990 Ed) and/or as recommended by the Commissioner of Public Health shall be complied with and maintained;
18. ensure that in every classroom or room used as such, there shall be displayed a certificate signed by the Director-General or an Officer authorised under Section 5 of the Education Act, Cap 87 (1985 Ed), specifying the maximum number of persons to be accommodated in that room at any one time and that no person other than the Director-General of Education or such officer shall remove, deface, cancel or alter such certificate;
19. keep in his custody the seal of the School, title deeds of school property and other important documents;
20. obtain approval of the Director-General of Education for the closure of school before it can be effected;
21. be responsible for the organisation of the curriculum both in and out of the classroom, for the control of the teachers and for the maintenance of discipline of the pupils of the School;
22. enter fees paid by pupils in proper books of account as income of the School;
23. issue receipts to the payment of fees by every pupil;
24. keep all accounts books which shall be available at all reasonable times for scrutiny by an Inspector of Schools;
25. have powers to delegate part of his duties specified above to other members of the Committee of Management of the School provided that prior approval to that effect has been obtained from the Director-General of Education.

**Duties of Secretary**

1. The Secretary shall record and keep minutes of all proceedings and resolutions passed at meetings of the Committee of Management.

**Duties of Treasurer**

1. The Treasurer shall:-
2. be responsible for all financial transactions of the School;
3. maintain proper books of account of the School;
4. prepare annual statements of accounts for audit by an auditor approved by the Director-General of Education;
5. submit a copy of audited annual statements of accounts to the Ministry of Education on or before the 30th June, in the following year.

Signature of Supervisor: *<<Signature>>*

Name of Supervisor: <<Name>>

Date:

# School constitution form

Private Limited Company owning a Sole-proprietorship Business (i.e. school)

**CONSTITUTION OF <<NAME OF SCHOOL>>**

Name and Address

The name of the school shall be <<Name of School>>and its address is <<Address>>.

Aims

To provide tuition, enrichment and language courses to students. <<You may change according to the aims of your school>>

**Committee of Management**

1. The Committee of Management shall operate according to the Education Act, Cap 87 (1985 Ed) and the Schools Regulations (1990 Ed).
2. The Committee of Management shall be appointed by the sole-proprietorship business of<<Business Name>> (registered under the Business Registration Act, Cap 32) and is subject to the approval of the Director-General of Education. The Committee shall consist of not more than nine members and shall comprise:
3. Supervisor
4. Secretary
5. Treasurer
6. 6 other Committee members, if necessary.
7. The term of office of the Committee of Management shall be three years.
8. The Committee of Management shall at least convene a meeting once in every 3 months.
9. The Committee of Management shall recommend for registration one of their members to be the Supervisor of the School.

**Duties of Supervisor**

1. The Supervisor shall:-
2. conduct all correspondence with the Director-General of Education concerning the administration of the School;
3. observe that the appointment and dismissal of any member of the staff of the school shall be determined by a majority vote of all members and that action for the appointment and dismissal of staff shall be initiated by him;
4. be responsible for issuing to every teacher engaged to teach in his School a Letter of Appointment which shall set out:-
5. the conditions of service;
6. the salary scale; and
7. the conditions upon which the appointment may be terminated;
8. be responsible for ensuring that the salaries of all teachers are paid in full when due;
9. ensure that no instruction shall be given in the school except in accordance with a syllabus approved by the Director-General of Education;
10. comply with directions given by the Director-General of Education in writing to him as to the preparation or alteration of the time-table of work of any class and submit for the approval of the Director-General of Education any such new revised time-table;
11. cause a copy of the time-table of each class to be displayed in the classroom it normally occupies;
12. inform the Director-General of Education of any change in the hours of school work;
13. ensure that no subscription or fees shall be collected from pupils other than fees approved by the Director-General of Education;
14. submit to the Director-General of Education for approval a list of the proposed monthly or termly Education Fee, Registration Fee and any other fees;
15. cause to be kept proper books of account in which shall be shown every item of income and expenditure received and incurred on behalf of the School;
16. ensure that all books of account shall be audited annually by an auditor approved by the Director-General of Education;
17. ensure that the health requirements as stated in the Schools Regulations (1990 Ed) and/or as recommended by the Commissioner of Public Health shall be complied with and maintained;
18. ensure that in every classroom or room used as such, there shall be displayed a certificate signed by the Director-General or an Officer authorised under Section 5 of the Education Act, Cap 87 (1985 Ed), specifying the maximum number of persons to be accommodated in that room at any one time and that no person other than the Director-General of Education or such officer shall remove, deface, cancel or alter such certificate;
19. keep in his custody the seal of the School, title deeds of school property and other important documents;
20. obtain approval of the Director-General of Education for the closure of school before it can be effected;
21. be responsible for the organisation of the curriculum both in and out of the classroom, for the control of the teachers and for the maintenance of discipline of the pupils of the School;
22. enter fees paid by pupils in proper books of account as income of the School;
23. issue receipts to the payment of fees by every pupil;
24. keep all accounts books which shall be available at all reasonable times for scrutiny by an Inspector of Schools;
25. have powers to delegate part of his duties specified above to other members of the Committee of Management of the School provided that prior approval to that effect has been obtained from the Director-General of Education.

**Duties of Secretary**

1. The Secretary shall record and keep minutes of all proceedings and resolutions passed at meetings of the Committee of Management.

**Duties of Treasurer**

1. The Treasurer shall:-
2. be responsible for all financial transactions of the School;
3. maintain proper books of account of the School;
4. prepare annual statements of accounts for audit by an auditor approved by the Director-General of Education;
5. submit a copy of audited annual statements of accounts to the Ministry of Education on or before the 30th June, in the following year.

Signature of Supervisor: *<<Signature>>*

Name of Supervisor: <<Name>>

Date: