

SUBSIDIARY LEGISLATION

TABLE OF CONTENTS

Regulations

Rg 1	Education (Registration of Educational Institutions) Regulations	S 2/04
Rg 2	Education (Management of Educational Institutions) Regulations	S 3/04
Rg 3	Education (School Associations) Regulations	S 4/04
Rg 4	Education (Publications and Multi Media Materials) Regulations	S 5/04
Rg 5	Education (Parent-Teacher Association (PTA)) Regulations	S 6/04
Rg 6	Education (School Discipline) Regulations	S 7/04
Rg 7	Education (Appeals) Regulations	S 8/04
Rg 8	Education (School Terms, School Days and School Holidays) Regulations	S 9/04
Rg 9	Education (School Admission and School Register) Regulations	S 10/04
Rg 10	Education (National Curriculum) Regulations	S 11/04
Rg 11	Education (Registration of Teachers) Regulations	S 12/04
Rg 12	Education (Instrument of Government) Regulations	S 13/04

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

S 2/04

Amended by
S 40/07

REVISED EDITION 2011

B.L.R.O. 6/2011

SUBSIDIARY LEGISLATION

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

ARRANGEMENT OF REGULATIONS

Regulation

1. Citation and non-application.
2. Interpretation.
3. Application for registration of educational institution.
4. Separate registration for every level of schooling.
5. Application for registration of governors.
6. Acknowledgement by Registrar General.
7. Provisional certificate of registration.
8. Permit to act as governor.
9. Certificate of registration.
10. Register of certificate of registration.
11. Registration of governor.
12. Prospectus.
13. Advertisement.
14. Change in respect of educational institution premises.
15. Endorsement on certificate of registration or issuing of new certificate of registration.
16. Copy of certificate.
17. Fees and other payment.
18. Account of private educational institution to be audited.
19. Cessation of operation of educational institution.
20. Offences and penalty.

LAWS OF BRUNEI

2 CAP. 210, Rg 1

Education

[Subsidiary]

FIRST SCHEDULE	—	FORM A	—	APPLICATION FOR REGISTRATION OF EDUCATIONAL INSTITUTION
		FORM B	—	APPLICATION FOR REGISTRATION AS GOVERNOR OF EDUCATIONAL INSTITUTION
SECOND SCHEDULE	—	FORM A	—	PROVISIONAL CERTIFICATE OF REGISTRATION OF EDUCATIONAL INSTITUTION
		FORM B	—	PERMIT TO ACT AS GOVERNOR
THIRD SCHEDULE	—	FORM A	—	CERTIFICATE OF REGISTRATION OF EDUCATIONAL INSTITUTION
		FORM B	—	APPLICATION FOR RENEWAL OF CERTIFICATE OF REGISTRATION
FOURTH SCHEDULE	—	FORM B	—	REGISTER OF PRIVATE SCHOOL OR PRIVATE EDUCATIONAL INSTITUTION/ DISTANCE EDUCATION CENTRE/ CORRESPONDENCE SCHOOL
FIFTH SCHEDULE	—	CERTIFICATE OF REGISTRATION AS GOVERNOR		
SIXTH SCHEDULE	—	APPLICATION FOR CHANGE OF ADDRESS OR ALTERATION OF PREMISES OF EDUCATIONAL INSTITUTION		
SEVENTH SCHEDULE	—	APPLICATION FOR REPLACEMENT OF CERTIFICATE OF REGISTRATION/ PROVISIONAL CERTIFICATE OF REGISTRATION/ CERTIFICATE OF REGISTRATION OF GOVERNORS/ PERMIT OF EDUCATIONAL INSTITUTION		
EIGHTH SCHEDULE	—	FEES		

SUBSIDIARY LEGISLATION

Regulations made under section 128

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

Commencement: 24th January 2004

Citation and non-application.

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

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

Interpretation.

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

“advertisement” means the disseminating or conveying of information, invitation or solicitation by any means or in any form, including by means of —

(a) publication in a newspaper, magazine, journal or other periodical;

(b) display of posters or notices;

(c) circular, handbills, brochures, pamphlets, books or other documents;

(d) letters addressed to individuals or bodies;

(e) photographs or cinematograph films; and

(f) sound broadcasting, television or other electronic media;

“certificate of registration” means a certificate of registration issued under regulation 9 as provided in section 79(1);

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

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

LAWS OF BRUNEI

4 CAP. 210, Rg 1

Education

[Subsidiary]

“document” includes —

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

(b) any visual recording (whether of still or moving images), any sound recording, or any electronic, magnetic, mechanical or other recording,

on any substance, material, thing or article;

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

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

“permit” means a permit issued under regulation 8 as provided in section 88(2);

“prospectus” means a printed document which is issued by an educational institution for the purpose of providing information on the establishment of, operation or other information on the educational institution;

“provisional certificate of registration” means a provisional certificate of registration issued under regulation 7 as provided in section 78(1);

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

“skill centre” means an educational institution which specifically provides skills training or education in the commercial, technical, vocational or language field;

“tuition centre” means an educational institution which specifically provides educational guidance or assists a pupil of a school or educational institution or any person to prepare for an examination.

Application for registration of educational institution.

3. An application for registration of an educational institution shall be made in Form A of the First Schedule and accompanied with the fee prescribed in the Eighth Schedule.

Separate registration for every level of schooling.

4. Unless the Registrar General declares otherwise, every level of schooling carried out in the same premises shall be registered separately.

Application for registration of governors.

5. An application for registration of a governor of an educational institution shall be made in Form B of the First Schedule.

Acknowledgement by Registrar General.

6. (1) The Registrar General shall acknowledge receipt in writing of each application made to him and issue a receipt therefor.

(2) A person who makes an application under regulation 3 or 5 shall give the Registrar General any information and other document relating to the application if required by the Registrar General.

Provisional certificate of registration.

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

Permit to act as governor.

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

Certificate of registration.

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

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

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

Register of certificate of registration.

10. (1) The Registrar General shall keep or cause to be kept a register —

(a) with regard to the registration of a government school according to facts stated in Form A of the Fourth Schedule;

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

LAWS OF BRUNEI

6 CAP. 210, Rg 1

Education

[Subsidiary]

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

(d) with regard to the registration of a correspondence school according to the facts stated in Form B of the Fourth Schedule.

(2) Any entry and any alteration or amendment with respect to an entry in a register shall be signed by or with the direction of the Registrar General.

Registration of governor.

11. A certificate of registration issued to a governor shall be in the prescribed form in the Fifth Schedule.

Prospectus.

12. No prospectus for an educational institution may be published unless the educational institution has been registered under section 79(1) or the provisional certificate of registration has been issued therein under section 78(1).

Advertisement.

13. (1) No advertisement regarding an educational institution may be made unless the educational institution has been registered or a provisional certificate of registration has been issued.

(2) An advertisement regarding an educational institution shall not contain any information which is false, deceptive, offensive or misleading and shall contain the certificate of registration number or the provisional certificate of registration number of the educational institution together with the expiry date.

Change in respect of educational institution premises.

14. (1) An application for change of address of an educational institution or alteration to the premises shall be made to the Registrar General within a period of not less than 3 months prior to the change of address or alteration to those premises is made.

(2) An application under sub-regulation (1) shall be made in a prescribed form in the Sixth Schedule and shall be accompanied with the fee prescribed in the Eighth Schedule.

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

15. (1) When the Registrar General has approved the application for change of address or making any alteration to the premises of an educational institution, the chairman or any other person responsible for the educational institution shall submit to

the Registrar General the certificate of registration or the provisional certificate of registration of the educational institution for the purpose of —

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

(b) issuing a certificate of registration or the new provisional certificate of registration to him.

(2) No variation, amendment or entry may be made to a certificate of registration or the provisional certificate of registration or permit except with the permission of the Registrar General.

Copy of certificate.

16. (1) The Registrar General may issue a copy of the certificate of registration, a copy of the provisional certificate of registration, a copy of the certificate of registration of governors or a copy of the permit to replace the certificate of registration, the provisional certificate of registration, the certificate of registration of governors or a copy of the permit that is lost or defaced on the receipt of the application made in the form prescribed in the Seventh Schedule.

(2) An application to obtain a copy of a certificate of registration and a copy of a provisional certificate of registration to replace thereof shall be accompanied by a fee prescribed in the Eighth Schedule.

(3) Where the Registrar General is satisfied with the applications to obtain a copy of a certificate of registration, a copy of a provisional certificate of registration, a copy of a certificate of registration of governors or a copy of the permit, the Registrar General shall issue a copy thereof with the word “REPLACEMENT” stamped on the front page of the copy of such certificates or permit.

Fees and other payment.

17. (1) No educational institution shall collect any study fee or any other payment from any student unless such educational institution has been registered.

(2) Prior approval of the Registrar General shall be obtained before any change to any fee or other payment imposed by an educational institution can be made.

(3) A list of fees or other payment approved by the Registrar General shall be exhibited at a conspicuous place in the premises of an educational institution and shall also be included in the prospectus of the educational institution.

LAWS OF BRUNEI

8 CAP. 210, Rg 1

Education

[Subsidiary]

Account of private educational institution to be audited.

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

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

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

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

Cessation of operation of educational institution.

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

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

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

(2) When an educational institution has ceased operation, the chairman or any other person responsible for the educational institution shall return the certificate of registration, the provisional certificate of registration and certificate of registration of governors or permit to the Registrar General.

[S 40/07]

(3) For the purpose of sub-regulation (2), the certificate of registration and permit mentioned in sub-regulation (2) includes a copy of the certificate and permit.

Offence and penalty.

20. Any person who contravenes any provision of these Regulations is guilty of an offence and liable on conviction to a fine not exceeding \$10,000 or imprisonment for a term not exceeding 6 months.

FIRST SCHEDULE

(regulation 3)

FORM A

APPLICATION FOR REGISTRATION OF EDUCATIONAL INSTITUTION

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

1. I seek to apply for the registration of

.....

(Name of proposed educational institution)

as per particulars herein.

2. I enclose herewith the following —
- (a) Application for registration fee of \$
 - cash/bank draft *no.
 - of Bank
 - (Name of bank)
 - (b) A copy of the —
 - (i) approved plan;
 - (ii) location plan;
 - (iii) curriculum (if the educational institution is not using the National Curriculum);
 - (iv) timetable (if the educational institution is a school);
 - (v) school rules (if the educational institution is a school);
 - (vi) the instrument of government.

.....

(Signature of applicant)

Full name:

Passport/Identity Card no. and colour:

Date:

*Delete whichever is inapplicable

LAWS OF BRUNEI

10 CAP. 210, Rg 1

Education

[Subsidiary]

FIRST SCHEDULE

FORM A — (continued)

PART I

GENERAL

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

A. PARTICULARS OF EDUCATIONAL INSTITUTION

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

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

B. PARTICULARS OF APPLICANT

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

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

FIRST SCHEDULE

FORM A

PART I — (continued)

7. Address:
-
- Postcode:
- Telephone no.:
- Fax no.:
- E-mail:
8. Where applicant is a company, society, association or others please specify the following particulars —
- (i) Name:
- (ii) Registered address:
-
- (iii) Certificate of registration no.:
- (iv) Date of registration:

Please submit the following documents duly certified by the issuing authority with this form —

Organisation	Document
(i) Company	(a) Form A
	(b) Form X
	(c) Memorandum and Articles of Association
	(d) Certificate of Registration
	(e) Annual Report
(ii) Society or Association	(a) Certificate of Registration
	(b) Minutes of General Meeting (Latest)
	(c) List of Committee Members of Association
(iii) Others (specify)	(a) Certificate of Registration
	(b) Other relevant documents

FIRST SCHEDULE
 FORM A
 PART I — (continued)

C. PARTICULARS OF SHAREHOLDERS

Full Name	Passport/Identity Card no. and colour	Nationality	Address	Share	
				Value (B\$)	Percentage (%)

If any of the persons named above had been convicted of an offence involving fraud or dishonesty or had been declared a bankrupt, please give further particulars below —

.....

.....

.....

.....

(Please enclose separate sheets if columns are insufficient)

FIRST SCHEDULE

FORM A

PART I — (continued)

D. PARTICULARS OF BOARD OF DIRECTOR OF COMPANY

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

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

.....

.....

.....

.....

(Please enclose separate sheets if columns are insufficient)

FIRST SCHEDULE

FORM A

PART I — (continued)

E. PARTICULARS OF BOARD OF GOVERNORS

Full Name	Passport/Identity Card no. and colour	Nationality	Academic Qualification	Professional Qualification	Educational Experience	Managerial Experience

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

.....

.....

.....

.....

(Please enclose separate sheets if columns are insufficient)

FIRST SCHEDULE

FORM A

PART I — (continued)

F. MANAGEMENT

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

Full name:

.....

Identity Card no. colour:

Nationality: Race: Religion:

Date of birth: Place of birth: Sex:

Passport no.: Place of issue:

Profession:

Qualifications:

(a) Professional

.....

.....

(b) Academic

.....

.....

Experience in:

(a) Education field

.....

.....

(b) Management field

.....

.....

Address in:

(a) Brunei Darussalam

.....

.....

.....

.....

Phone no.: Mobile phone no.:

E-mail:

LAWS OF BRUNEI

16 CAP. 210, Rg 1

Education

[Subsidiary]

FIRST SCHEDULE

FORM A

PART I — (continued)

(b) Country of domicile

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

Phone no.: Mobile phone no.:

E-mail:

10. Particulars regarding head teacher/chief executive

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

Identity Card no. and colour:

Nationality: Race: Religion:

Date of birth: Place of birth: Sex:

Passport no.: Place of issue:

Date of expiry of passport:

Qualifications:

(a) Professional

.....
.....

(b) Academic

.....
.....

Experience in:

(a) Education field

.....
.....

(b) Management field

.....
.....

FIRST SCHEDULE

FORM A

PART I — (continued)

Address in:

(a) Brunei Darussalam

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

Phone no.: Mobile phone no.:

E-mail:

(b) Country of domicile

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

Phone no.: Mobile phone no.:

E-mail:

Please submit the following documents pertaining to head teacher or principal or chief executive —

- (i) Curriculum vitae of chief executive.
- (ii) Letter of appointment as chief executive.
- (iii) A certified copy of certificate/diploma/degree.
- (iv) A certified copy of Identity Card/Passport.

G. PREMISES AND FACILITIES

11. Type of premises:

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

LAWS OF BRUNEI

18 CAP. 210, Rg 1

Education

[Subsidiary]

FIRST SCHEDULE

FORM A

PART I — (continued)

12. Particulars of land:

EDR no.: Lot no.:

Area:

Land condition (residential/commerical etc.):

.....

13. Ownership:

owner

tenant

Amount of rent: B\$ per month/per year*

Date of expiry of tenancy:

.....

Name and address of owner of premises:

.....

.....

(Please enclose copy of tenancy agreement)

14. Floor area of premises: square metre

(Please enclose copy of floor plan of premises)

Site area of premises hectares

(Please enclose copy of site plan of premises)

15. Particulars of building:

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

FIRST SCHEDULE

FORM A

PART I — (continued)

16. Physical facilities:

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

17. Particulars of equipment for teaching and learning:

No.	Type of Facilities/Equipment	Usage	Total

18. Particulars of recreational facilities:

No.	Type of Recreational Facilities	Total

19. Particulars of other facilities:

No.	Type of other Facilities	Total

LAWS OF BRUNEI

20 CAP. 210, Rg 1

Education

[Subsidiary]

FIRST SCHEDULE

FORM A

PART I — *(continued)*

H. TEACHING STAFF

20. Total no.:

.....

21. Teacher-pupil ratio:

.....

22. Proposed minimum qualification required:

(a) Professional

.....

.....

(b) Academic

.....

.....

23. Salary:

	Qualification	B\$ Point of Entry	B\$ Maximum	B\$ Year of Increment
a.	'O' level			
b.	'O' level with Teacher's Certificate			
c.	'O' level with Diploma			
d.	'A' level			
e.	'A' level with Teacher's Certificate			
f.	'A' level with Diploma			
g.	Degree			
h.	Degree with PGCE			
i.	Others (please specify)			

FIRST SCHEDULE

FORM A

PART I — (continued)

24. Particulars regarding teaching staff:

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

(Please enclose separate sheets if columns are insufficient).

FIRST SCHEDULE

FORM A

PART I — (continued)

I. PARTICULARS OF COURSES OF STUDY/TRAINING PROGRAMMES

No.	Name of Courses of Study/Training Programmes <i>(1)</i>	Level	Types of Courses/ Programmes <i>(2)</i>	Mode of Delivery <i>(3)</i>	Duration	Entry Qualification	Curriculum <i>(4)</i>	Medium of Instruction	Qualification Awarded	Awarding Body	Class Size

Please specify whether —

(1) nursery/pre-school/primary/secondary/post secondary/higher education.

(2) academic/commerce/vocational/technical/language etc.

(3) full-time/part-time/distance education etc.

(4) national/foreign/private etc.

FIRST SCHEDULE

FORM A

PART I — *(continued)*

J. PARTICULARS REGARDING FEES

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

LAWS OF BRUNEI

24 CAP. 210, Rg 1

Education

[Subsidiary]

FIRST SCHEDULE

FORM A — (continued)

PART II

DECLARATION

I Passport/Identity Card no. and colour:

.....

do hereby solemnly declare that —

- (a) the statements contained in this application form and the documents attached are true to the best of my knowledge and belief;
- (b) the signature on this application form is in my handwriting; and
- (c) to the best of my knowledge, all members of the management, staff and teachers employed in this private higher educational institution are free from any criminal record.

Signed and declared by me

Official stamp

.....

(Signature of applicant)

.....

(Date)

PART III

FOR OFFICIAL USE ONLY

Decision of Registrar General:

Approved for registration

Not approved for registration

Official stamp

.....

(Signature of Registrar General)

.....

(Date)

LAWS OF BRUNEI

Education

CAP. 210, Rg 1 25

[Subsidiary]

FIRST SCHEDULE

FORM A

PART III — *(continued)*

For action:

Certificate of
Registration no.

Date of Issue

Date of Expiry

.....
(Signature of Officer)

.....
(Date)

LAWS OF BRUNEI

26 CAP. 210, Rg 1

Education

[Subsidiary]

FIRST SCHEDULE — (continued)

(regulation 5)

FORM B

APPLICATION FOR REGISTRATION AS GOVERNOR OF
EDUCATIONAL INSTITUTION

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

Sir

I submit herewith my application for registration as a governor of

.....

(Name of educational institution)

at

.....

(Address)

.....

.....

.....

(Signature of applicant)

Full name:

.....

Identity Card no. and colour:

.....

Passport no.:

.....

Date:

.....

FIRST SCHEDULE

FORM B — (continued)

PART I

TO BE FILLED BY APPLICANT

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

LAWS OF BRUNEI

28 CAP. 210, Rg 1

Education

[Subsidiary]

FIRST SCHEDULE

FORM B

PART I — (continued)

11. Occupation:

.....
.....

12. Name and address of employer:

.....
.....

Postcode: Phone no.:

13. Working experience including as a governor:

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

14. Declaration by applicant

I hereby certify that —

- (a) I have not been convicted of an offence by any court and have never been sentenced to imprisonment or to a fine as specified in section 89(a) of the Education Act (Chapter 210); and
- (b) all information specified above are correct.

.....
(Signature of applicant)

.....
(Date)

FIRST SCHEDULE

FORM B — (continued)

PART II

TO BE FILLED IN BY CHAIRMAN OF BOARD OF GOVERNORS

I certify that
(Name of applicant)

that has been named/elected/appointed* by
(Nominating/electing/appointing party)

..... under paragraph
(Paragraph no. of instrument)

instrument of government of school/educational/institution
.....
.....
(Name of educational institution)

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

Official stamp

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

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

Passport no.:
.....

LAWS OF BRUNEI

30 CAP. 210, Rg 1

Education

[Subsidiary]

FIRST SCHEDULE

FORM B — (continued)

PART III

FOR OFFICIAL USE ONLY

Decision of Registrar General

Approved

Not approved

Details of Permit or Certificate of Registration

(a) Permit

No.:

Date of issue:

Date of expiry:

Signature of officer:

(b) Certificate of Registration

No.:

Date of issue:

Date of expiry:

Signature of officer:

SECOND SCHEDULE

(regulations 7 and 8)

FORM A

PROVISIONAL CERTIFICATE OF REGISTRATION OF EDUCATIONAL INSTITUTION

Certificate of Registration No.

This is to certify that

.....

(Name of educational institution)

addressed at

.....

.....

.....

(Address of educational institution)

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

CONDITION OF PROVISIONAL REGISTRATION

- (i) This provisional certificate of registration expires on unless an extension period is given.
- (ii) This certificate can be revoked at any time by a written notification in accordance with the provision of section 86(2) of the Education Act (Chapter 210).

Official stamp

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

For action:

For an extended provisional registration

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

LAWS OF BRUNEI

32 CAP. 210, Rg 1

Education

[Subsidiary]

SECOND SCHEDULE — (continued)

FORM B

PERMIT TO ACT AS GOVERNOR

Permit No.:

This is to certify that

.....

(Name of the governor and Identity Card no. and colour/Passport no.)

is registered temporarily to act as a governor for

.....

(Name of educational institution)

addressed at

.....

.....

(Address of educational institution)

unless revoked by the Registrar General at the earlier date, this permit will expire on

.....

(Date)

Official stamp

.....
(Signature of Registrar General)

(Date)

For action:

The Provisional Registration The Period of Which Has Been Extended

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

THIRD SCHEDULE

(regulations 9(1) and (3))

FORM A

CERTIFICATE OF REGISTRATION OF EDUCATIONAL INSTITUTION

Certificate of Registration No.:

This is to certify that

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

at

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

is registered under the Education Act (Chapter 210)

This Certificate of Registration expires on

.....
(Date)

CONDITIONS OF REGISTRATION

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

Official stamp

.....
(Signature of Registrar General)

(Date)

For Renewal of Certificate of Registration

Date of first registration:

Reference no.:

LAWS OF BRUNEI

34 CAP. 210, Rg 1

Education

[Subsidiary]

THIRD SCHEDULE

FORM A — (continued)

APPENDIX A

APPROVED ROOMS

Certificate of Registration No.:

Name of educational institution:

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

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

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

Number of rooms registered: rooms

Total number of students allowed: persons

Official stamp

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

THIRD SCHEDULE

FORM A — (continued)

APPENDIX B

PARTICULARS OF COURSES OF STUDY/TRAINING PROGRAMMES

Certificate of Registration No.:

Name of Educational Institution:

No.	Name of Courses of Study/Training Programmes (1)	Level	Types of Courses/ Programmes (2)	Mode of Delivery (3)	Duration	Entry Qualification	Curriculum (4)	Medium of Instruction	Qualification Awarded	Awarding Body	Class Size

Please specify whether —

- (1) nursery/pre-school/primary/secondary/post secondary/higher education.
- (2) academic/commerce/vocational/technical/language etc.
- (3) full-time/part-time/distance education etc.
- (4) national/foreign/private etc.

LAWS OF BRUNEI

36 CAP. 210, Rg 1

Education

[Subsidiary]

THIRD SCHEDULE — (continued)

FORM B

APPLICATION FOR RENEWAL OF CERTIFICATE OF REGISTRATION

Certificate of Registration No.:

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

1. I seek to apply for renewal of the registration of

.....
.....

(Name of educational institution)

which expires on

.....
(Date)

2. I enclose herewith the following —

(a) Certificate of Registration

(b) Application for registration fee of \$ in cash/bank draft
no.* Bank

(c) Fee structure for courses of studies/training programme.

Yours sincerely

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

Full Name:

Passport/Identity Card no. and colour:

Date:

*Delete whichever is not applicable

For action:

Provisional Certificate of Registration: Date of Issue:

Date of Expiry:

Certificate of Registration: Date of Issue:

Date of Expiry:

THIRD SCHEDULE

FORM B — (continued)

PART I

GENERAL

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

A. PARTICULARS OF EDUCATIONAL INSTITUTION

1. Name of educational institution:

2. Address of educational institution:

.....

.....

.....

..... Postcode:

Telephone no.:

Fax no.:

E-mail:

3. Approval of establishment reference no.:

Date of approval:

4. Type of educational institution:

kindergarten

primary school

secondary school

college

tuition centre

others (specify)

.....

B. PARTICULARS OF APPLICANT

5. Name of applicant:

6. Status of applicant:

individual

private limited company

limited company

society

others (specify)

.....

LAWS OF BRUNEI

38 CAP. 210, Rg 1

Education

[Subsidiary]

THIRD SCHEDULE

FORM B

PART I — (continued)

7. Address:
-
- Postcode:
- Telephone no.:
- Fax no.:
- E-mail:
8. Where applicant is a company, society, association or others please specify the following particulars —
- (i) Name:
- (ii) Registered address:
-
-
- (iii) Certificate of registration no.:
- (iv) Date of registration:

Please submit the following documents duly certified by the issuing authority with this form —

Organisation	Document
(i) Company	(a) Form A
	(b) Form X
	(c) Memorandum and Articles of Association
	(d) Certificate of Registration
	(e) Annual Report
(ii) Society or Association	(a) Certificate of Registration
	(b) Minutes of General Meeting (Latest)
	(c) List of Committee Members of Association
(iii) Others (specify)	(a) Certificate of Registration
	(b) Other relevant document

THIRD SCHEDULE

FORM B

PART I — (continued)

C. PARTICULARS OF SHAREHOLDERS

Full Name	Passport/Identity Card no. and colour	Nationality	Address	Share	
				Value (B\$)	Percentage (%)

If any of the persons named above had been convicted of an offence involving fraud or dishonesty or had been declared a bankrupt, please give further particulars below —

.....

.....

.....

.....

(Please enclose separate sheets if columns are insufficient)

THIRD SCHEDULE

FORM B

PART I — *(continued)*

D. PARTICULARS OF BOARD OF DIRECTOR OF COMPANY

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

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

.....

.....

.....

.....

(Please enclose separate sheets if columns are insufficient)

THIRD SCHEDULE

FORM B

PART I — (continued)

E. PARTICULARS OF BOARD OF GOVERNORS

Full Name	Passport/Identity Card no. and colour	Nationality	Academic Qualification	Professional Qualification	Educational Experience	Managerial Experience

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

.....

.....

.....

.....

(Please enclose separate sheets if columns are insufficient)

LAWS OF BRUNEI

42 CAP. 210, Rg 1

Education

[Subsidiary]

THIRD SCHEDULE

FORM B

PART I — (continued)

F. MANAGEMENT

9. Particulars relating to chairman of board of governors:

Full name:

.....

Identity Card no. colour:

Nationality: Race: Religion:

Date of birth: Place of birth: Sex:

Passport no.: Place of issue:

Profession:

Qualifications:

(a) Professional

.....

.....

(b) Academic

.....

.....

Experience in:

(a) Education field

.....

.....

(b) Management field

.....

.....

Address in:

(a) Brunei Darussalam

.....

.....

.....

.....

Phone no.: Mobile phone no.:

E-mail:

THIRD SCHEDULE

FORM B

PART I — (continued)

(b) Country of domicile

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

Phone no.: Mobile phone no.:

E-mail:

10. Particulars regarding head teacher/chief executive

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

Identity Card no. colour:

Nationality: Race: Religion:

Date of birth: Place of birth: Sex:

Passport no.: Place of issue:

Date of expiry of passport:

Qualifications:

(a) Professional

.....
.....

(b) Academic

.....
.....

Experience in:

(a) Education field

.....
.....

(b) Management field

.....
.....

LAWS OF BRUNEI

44 CAP. 210, Rg 1

Education

[Subsidiary]

THIRD SCHEDULE

FORM B

PART I — (continued)

Address in:

(a) Brunei Darussalam

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

Phone no.: Mobile phone no.:

E-mail:

(b) Country of domicile

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

Phone no.: Mobile phone no.:

E-mail:

Please submit the following documents pertaining to the head teacher or principal or chief executive —

- (i) Curriculum vitae of chief executive.
- (ii) Letter of appointment as chief executive.
- (iii) A certified copy of certificate/diploma/degree.
- (iv) A certified copy of Identity Card/Passport.

G. PREMISES AND FACILITIES

11. Type of premises:

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

THIRD SCHEDULE

FORM B

PART I — (continued)

12. Particulars of land:

EDR no.: Lot no.:

Area:

Land condition (residential/commerical etc.):

.....

13. Ownership:

owner

tenant

Amount of rent: \$ per month/per year*

Date of expiry of tenancy:

Name and address of owner of premises:

.....

(Please enclose a copy of tenancy agreement)

14. Floor area of premises: square metre

(Please enclose a copy of floor plan of premises)

Site area of premises hectares

(Please enclose a copy of site plan of premises)

15. Particulars of building:

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

LAWS OF BRUNEI

46 CAP. 210, Rg 1

Education

[Subsidiary]

THIRD SCHEDULE

FORM B

PART I — *(continued)*

16. Physical facilities:

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

17. Particulars of equipment for teaching and learning:

No.	Type of Facilities/Equipment	Usage	Total

18. Particulars of recreational facilities:

No.	Type of Recreational Facilities	Total

THIRD SCHEDULE

FORM B

PART I — (continued)

19. Particulars of other facilities:

No.	Type of other Facilities	Total

H. TEACHING STAFF

20. Total no.:

.....

21. Teacher-pupil ratio:

.....

22. Proposed minimum qualification required:

(a) Professional

.....

.....

(b) Academic

.....

.....

LAWS OF BRUNEI

48 CAP. 210, Rg 1

Education

[Subsidiary]

THIRD SCHEDULE

FORM B

PART I — *(continued)*

23. Salary:

	Qualification	B\$ Point of Entry	B\$ Maximum	B\$ Year of Increment
a.	'O' level			
b.	'O' level with Teacher's Certificate			
c.	'O' level with Diploma			
d.	'A' level			
e.	'A' level with Teacher's Certificate			
f.	'A' level with Diploma			
g.	Degree			
h.	Degree with PGCE			
i.	Others (please specify)			

THIRD SCHEDULE

FORM B

PART I — (continued)

24. Particulars regarding teaching staff:

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

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

THIRD SCHEDULE

FORM B

PART I — (continued)

I. PARTICULARS OF COURSES OF STUDY/TRAINING PROGRAMMES

No.	Name of Courses of Study/Training Programmes (1)	Level	Types of Courses/ Programmes (2)	Mode of Delivery (3)	Duration	Entry Qualification	Curriculum (4)	Medium of Instruction	Qualification Awarded	Awarding Body	Class Size

Please specify whether —

- (1) nursery/pre-school/primary/secondary/post secondary/higher education.
- (2) academic/commerce/vocational/technical/language etc.
- (3) full-time/part-time/distance education etc.
- (4) national/foreign/private etc.

THIRD SCHEDULE

FORM B

PART I — *(continued)*

J. PARTICULARS REGARDING FEES

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

LAWS OF BRUNEI

52 CAP. 210, Rg 1

Education

[Subsidiary]

THIRD SCHEDULE

FORM B — *(continued)*

PART II

DECLARATION

I Passport/Identity Card no. and colour:

.....

do hereby solemnly declare that —

- (a) the statements contained in this application form and the documents attached are true to the best of my knowledge and belief;
- (b) the signature on this application form is in my handwriting; and
- (c) to the best of my knowledge, all members of the management, staff and teachers employed in this private higher educational institution are free from any criminal record.

Signed and declared by me

Official stamp

.....

(Signature of applicant)

.....

(Date)

THIRD SCHEDULE

FORM B

PART III

FOR OFFICIAL USE ONLY

Decision of Registrar General:

Approved for registration

Not approved for registration

Official stamp

.....
(Signature of Registrar General)

.....
(Date)

For action:

Certificate of
Registration no.

Date of Issue

Date of Expiry

.....
(Signature of Officer)

.....
(Date)

LAWS OF BRUNEI

54 CAP. 210, Rg 1

Education

[Subsidiary]

FOURTH SCHEDULE

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

FORM B

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

Register No.:

1. Name of educational institution:

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

2. Address:

.....

..... Postcode:

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

3. Type of educational institution:

4. Level of courses/training programmes:

5. Type of courses/training programmes:

6. Mode of delivery:

7. Medium of instruction:

FOURTH SCHEDULE

FORM B — (continued)

8. Curriculum:

.....

9. Sponsorship:

.....

10. Name of chairman of board of governor:

.....

Identity Card no. and colour: Race:

Certificate of Registration no.:

Amendment	Certificate of Registration No.	Name of chairman of board of governors	Identity Card no. and Colour/Passport	Race	Signature of Registrar General	Date
First						
Second						
Third						

11. Registration of governors:

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

12. Provisional Certificate of Registration (where appropriate):

Provisional Certificate of Registration no.:

Date of issue: Date of Expiry:

LAWS OF BRUNEI

56 CAP. 210, Rg 1

Education

[Subsidiary]

FOURTH SCHEDULE

FORM B — (continued)

Extension Period of Provisional Certificate of Registration of Educational Institution.

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

13. Certificate of Registration:

Certificate of Registration no.:

Date of issue : Date of Expiry:

.....
(Signature of Registrar General)

.....
(Date)

LAWS OF BRUNEI

Education

CAP. 210, Rg 1 57

[Subsidiary]

FIFTH SCHEDULE

(regulation 11)

CERTIFICATE OF REGISTRATION AS GOVERNOR

Certificate of Registration No.:

This is to certify that

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

is hereby registered as one of the governors for

.....
(Name of educational institution)

at

.....
(Address of educational institution)

Official stamp

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

LAWS OF BRUNEI

58 CAP. 210, Rg 1

Education

[Subsidiary]

SIXTH SCHEDULE

(regulation 14(2))

APPLICATION FOR CHANGE OF ADDRESS OR ALTERATION OF PREMISES
OF EDUCATIONAL INSTITUTION

Certificate of Registration No.:

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

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

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

Yours sincerely

Official stamp

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

Full Name :

Identity Card no. and colour:

Passport No.:

Date:

*Delete whichever is not applicable

SIXTH SCHEDULE — (continued)

PART I

TO BE FILLED IN BY CHAIRMAN OF BOARD OF GOVERNORS

1. Name of educational institution:
.....
2. Address of educational institution:
.....
..... Postcode:
Telephone no.:
Fax no.:
E-mail address:
3. Particulars of Registration:
Certificate of Registration no.:
Date of registration:
Date of expiry:
4. Particulars on chairman of board of governors:
Full name:
Identity Card no. and colour/Passport no.:
Permit/Certificate of Registration no. *:
Date of issue:

PART II

WHERE APPLICATION IS FOR CHANGE OF ADDRESS OF PREMISES

Please tick (✓) in the relevant box

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

LAWS OF BRUNEI

60 CAP. 210, Rg 1

Education

[Subsidiary]

SIXTH SCHEDULE

PART II — (continued)

6. Information on premises

(i) Type of premises:

- campus office complex shopping complex
 shop house house others (specify)
.....

(ii) Ownership:

- owner tenant

Amount of rent: \$ per month/per year*

Date of expiry of tenancy:

Name and address of owner of premises:

.....
.....

(Please attach copy of tenancy agreement)

(iii) Floor area of premises: square metres

(Please attach copy of floor of premises)

(iv) Site area of premises: hectares

(Please attach copy of site plan of premises)

7. Particulars of building:

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

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

SIXTH SCHEDULE

PART II — (continued)

8. Particulars regarding facilities:

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

9. Particulars of equipment for teaching and learning:

No.	Type of Facilities/Equipment	Usage	Total

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

10. Particulars of recreational facilities:

No.	Type of Recreational Facilities	Total

LAWS OF BRUNEI

62 CAP. 210, Rg 1

Education

[Subsidiary]

SIXTH SCHEDULE

PART II — (continued)

11. Particulars of other facilities:

No.	Type of Other Facilities	Total

PART III

WHERE APPLICATION IS FOR CHANGE OF PREMISES

Please tick (✓) in the relevant boxes

12. Type of Alteration:

Additional or room/building

Reduction of room/building

Change of number/usage of room

13. Particulars of Alteration:

No.	Existing Room/Building	New Room/Building

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

SIXTH SCHEDULE — *(continued)*

PART IV

DECLARATION OF APPLICANT

I
(Name of applicant)

Identity Card no. and colour/Passport no.:
do hereby solemnly declare that —

- (a) the statements contained in this application form and the documents attached are true to the best of my knowledge and belief;
- (b) the signature on this application form is in my handwriting;
- (c) I make this declaration in full belief that the information given are true and in accordance with the provisions of the Statutory Declarations Act (Chapter 12);
and
- (d) to the best of my knowledge, all members of the management, staff and teachers employed in the educational institution are free from any criminal record.

Signed and declared by me,

Official stamp

.....
(Signature of Applicant)

.....
(Date)

LAWS OF BRUNEI

64 CAP. 210, Rg 1

Education

[Subsidiary]

SEVENTH SCHEDULE

(regulation 16(1))

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

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

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

lost

defaced

2. Enclosed herewith:

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

police report no.

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

Yours sincerely

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

Full Name:

Identity Card no. and colour:

Passport no.:

Date:

* Delete whichever is inapplicable

* Please tick (✓) in the applicable box

EIGHTH SCHEDULE

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

FEES

1.	Application for registration of —	
	(i) kindergarten	\$200.00
	(ii) primary school	\$300.00
	(iii) secondary school	\$300.00
	(iv) college	\$300.00
	(v) skills centre	\$400.00
	(vi) tuition centre	\$400.00
2.	Application for the renewal of registration of —	
	(i) kindergarten	\$100.00
	(ii) primary school	\$150.00
	(iii) secondary school	\$150.00
	(iv) college	\$150.00
	(v) skills centre	\$200.00
	(vi) tuition centre	\$200.00
3.	Application for change of address of the premises of —	
	(i) kindergarten	\$ 50.00
	(ii) primary school	\$ 50.00
	(iii) secondary school	\$ 50.00
	(iv) college	\$ 50.00
	(v) skills centre	\$ 50.00
	(vi) tuition centre	\$ 50.00
4.	Application for replacement of —	
	(i) certificate of registration	\$ 20.00
	(ii) provisional certificate of registration	\$ 20.00
	(iii) permit	\$ 20.00

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

**EDUCATION ACT
(CHAPTER 210)
EDUCATION (MANAGEMENT OF EDUCATIONAL
INSTITUTIONS) REGULATIONS**

S 3/04

REVISED EDITION 2011

B.L.R.O. 6/2011

SUBSIDIARY LEGISLATION

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

ARRANGEMENT OF REGULATIONS

Regulation

1. Citation.
 2. Interpretation.
 3. Application.
 4. Responsibility for management.
 5. Type and character of educational institution not to be altered without approval.
 6. Control by head teacher or principal.
 7. Attendance at Board meetings by head teacher or principal.
 8. Teaching vacancies.
 9. Vacancies for post of head teacher or principal.
 10. Selection committee.
 11. Appointment of teachers.
 12. Appointment or dismissal of non-teaching staff.
 13. Suspension of teacher.
 14. Salary etc. during suspension.
 15. Teacher may be required to show cause.
 16. Service of notice.
 17. Manner of showing cause.
 18. Report in writing to Minister.
 19. Additional employment.
 20. Teacher who is public officer.
-

SUBSIDIARY LEGISLATION

Regulations made under section 128

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

Commencement: 24th January 2004

Citation.

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

Interpretation.

2. In these Regulations —

“Board” means a board of governor;

“designated subject” means a subject in the National Curriculum that is taught by a teacher nominated by the Minister;

“instrument” means an instrument of government of an educational institution.

Application.

3. These Regulations shall not apply to government educational institutions and higher educational institutions.

Responsibility for management.

4. The Board shall be responsible for the proper management of the educational institution in accordance with the Act, and any regulations made and directions given thereunder, and the provisions of any other written law applicable thereto and the instrument of the educational institution.

Type and character of educational institution not to be altered without approval.

5. The Board shall not, without the approval of the Minister in writing, alter the type or educational character of the educational institution.

LAWS OF BRUNEI

4 CAP. 210, Rg 2

Education

[Subsidiary]

Control by head teacher or principal.

6. Subject to any lawful direction given by the Board in the discharge of its duty under these Regulations, the head teacher or principal of a school shall have control of the organisation of that school and shall ensure that the discipline of its pupils are maintained in accordance with the Act and any regulations made thereunder and for these purposes shall have authority over other teachers, pupils and employees of that school.

Attendance at Board meetings by head teacher or principal.

7. The head teacher or principal shall attend meetings of the Board for the purpose of advising it upon matters under his control.

Teaching vacancies.

8. (1) Whenever a vacancy occurs in any teaching post in the teaching staff of an educational institution, the Board shall —

(a) inform the Minister if the vacancy is for a teaching post for a designated subject; or

(b) cause the vacancy to be advertised in accordance with such directions as the Minister may issue if the vacancy is for a teaching post for a non-designated subject.

(2) Upon being informed of the vacancy in the teaching post as in paragraph (a), the Minister shall nominate a person for the vacancy and the Board shall appoint that person.

(3) Notwithstanding sub-regulations (1) and (2), the Board may, with the consent of the Minister, appoint a teacher on a temporary basis pending the making of an appointment under these Regulations.

Vacancies for post of head teacher or principal.

9. Whenever a vacancy occurs in the post of head teacher or principal in an educational institution, the Board shall inform the Minister and —

(a) if the Minister has a person to nominate for the vacancy, the Board shall appoint that person; or

(b) if the Minister has no person to nominate for the vacancy, the Board shall cause the vacancy to be advertised in accordance with such directions as the Minister may issue.

Selection committee.

10. (1) For the purpose of advising the Board upon the appointment of a teacher, there shall be established a selection committee of the Board which shall consist of —

- (a) a governor nominated by the Board to be the chairman of the committee;
- (b) 2 governors nominated by the Board;
- (c) the head teacher or principal.

(2) The head teacher or principal shall not attend any meeting of the selection committee at which his own appointment is under consideration.

Appointment of teachers.

11. (1) The Board may, after considering a list of all applicants together with a report and recommendations submitted to it by the selection committee, appoint any teacher to a vacancy.

(2) If the vacancy is for a head teacher or principal or the holder of any other post designated by the Minister as a post of special responsibility to which this sub-regulation applies, the appointment shall not be made except with the Minister's approval, and if the Board is unable to designate for the appointment a person approved by the Minister, the Minister may nominate a person for it to appoint.

Appointment or dismissal of non-teaching staff.

12. The Board may, after consultation with the head teacher or principal, appoint or dismiss staff other than teachers.

Suspension of teacher.

13. (1) The head teacher or principal may after consultation with the chairman of the Board suspend a teacher who, in his opinion, is guilty of misconduct or who fails to perform his duties in a satisfactory manner, and in such event the head teacher or principal shall forthwith make a report in writing to the Board setting out his reasons for the suspension.

(2) The Board may after consultation with the Registrar General suspend the head teacher or principal if, in its opinion, is guilty of misconduct or fails to perform his duties in a satisfactory manner, and in such event the Board shall forthwith make a report in writing to the Registrar General setting out its reasons for the suspension.

LAWS OF BRUNEI

6 CAP. 210, Rg 2

Education

[Subsidiary]

Salary etc. during suspension.

14. Where a head teacher or principal or a teacher is suspended from duty, his salary and allowances shall continue until the procedure for his dismissal under these Regulations has been concluded.

Teacher may be required to show cause.

15. Whenever it appears to the Board that the head teacher or principal or a teacher is guilty of misconduct or is performing his duties in an unsatisfactory manner, the Board may, in the manner hereinafter provided, require the head teacher or principal or teacher to show cause why he should not be dismissed.

Service of notice.

16. When the Board considers it necessary to require the head teacher or principal or a teacher to show cause why he should not be dismissed, it shall issue and cause to be served upon him a notice containing a statement of the reasons why the notice was issued and such notice shall specify a date, not earlier than 21 days after the service of the notice, on which the Board intends to consider the matter.

Manner of showing cause.

17. (1) The head teacher or principal or a teacher served with a notice under these Regulations may, for the purpose of showing cause why he should not be dismissed —

(a) deliver to the Board, within 14 days of the date of the service of the notice, a statement in writing; and

(b) attend and be given a hearing at the meeting of the Board on the date specified in the notice.

The Board shall consider any statement made by the head teacher or principal or a teacher under these Regulations and may make such enquiry as it thinks fit.

(2) The head teacher or principal or a teacher may if he so desires be accompanied by a serving teacher selected by him, and in such case the Board shall permit that serving teacher to be heard in defence of the head teacher or teacher.

Report in writing to Minister.

18. Where the Board is of the opinion that the head teacher or principal or a teacher should be dismissed, the Board shall make a report in writing to the Registrar General upon the circumstances of the case and, with the approval of the Minister, dismiss him.

Additional employment.

19. The head teacher or principal or a teacher may, with the written consent of the Board, and subject to any directions on the matter issued by the Minister from time to time, undertake for consideration any employment in addition to his duties at the school:

Provided that in no case shall the Board consent to the private tuition for consideration of a pupil by the head teacher or principal or a teacher when such pupil is receiving paid instruction from him at the educational institution.

Teacher who is public officer.

20. Regulations 13 to 19 shall not apply to a teacher who is a public officer.

**EDUCATION ACT
(CHAPTER 210)
EDUCATION (SCHOOL ASSOCIATIONS)
REGULATIONS**

S 4/04

REVISED EDITION 2011

B.L.R.O. 6/2011

SUBSIDIARY LEGISLATION

EDUCATION (SCHOOL ASSOCIATIONS) REGULATIONS

ARRANGEMENT OF REGULATIONS

Regulation

1. Citation.
2. Interpretation.
3. Application.
4. Establishment of school association.
5. Documents.
6. Changes in constitution and regulations of school association.
7. School association record.
8. Adviser.
9. Accounts.
10. Annual report.
11. Meetings.
12. Compliance of school associations management etc.
13. Dissolution of school association.

SUBSIDIARY LEGISLATION

Regulations made under section 128

EDUCATION (SCHOOL ASSOCIATIONS) REGULATIONS

Commencement: 24th January 2004

Citation.

1. These Regulations may be cited as the Education (School Associations) Regulations.

Interpretation.

2. In these Regulations —

“adviser” means a teacher appointed by the head teacher or principal to give advice to a school association;

“committee” means a group of persons appointed or elected to carry out the duties of a school association;

“school association” means any club or association of pupils and teachers of a school established under regulation 4.

Application.

3. These Regulations are applicable to all schools.

Establishment of school association.

4. The head teacher or principal, after obtaining the approval of the Registrar General, may establish the following categories of school associations —

(a) subjects taught in school as specified in the Education (National Curriculum) Regulations (Rg 10);

(b) hobbies and recreations;

(c) sports and games;

(d) uniformed body;

(e) any other association approved by the Registrar General.

LAWS OF BRUNEI

4 CAP. 210, Rg 3

Education

[Subsidiary]

Documents.

5. (1) To establish a school association, the head teacher or principal shall furnish in writing to the Registrar General a complete report of the following —

- (a) the constitution and regulations of the association;
- (b) a list of members of the committee and association; and
- (c) a list of the association's main activities.

(2) Such information shall be furnished within 14 days of the commencement of these Regulations, or in the case of an association formed after such commencement, within 14 days of the first meeting of the association.

(3) The constitution and regulations of every school association shall be approved by the Registrar General.

(4) The constitution of every school association shall state its main objective and purpose and shall be subject to approval by the Registrar General.

Changes in constitution and regulations of school association.

6. (1) The head teacher or principal shall furnish in writing to the Registrar General, a complete report of any change in the constitution, regulations, committee or members of the association.

(2) Such reports shall be furnished within 14 days from the date upon which the change to which the report relates took place and shall be verified by the signature of the chairman and secretary of the school association concerned.

(3) The Registrar General may accept or refuse to accept the changes mentioned in sub-regulation (1).

School association record.

7. The head teacher or principal shall keep or cause to be kept a record concerning members of the school association within 30 days after the commencement of these Regulations and shall be made available for inspection by the Registrar General.

Adviser.

8. The head teacher or principal shall appoint a teacher or teachers to act as an adviser or advisers to each school association and the head teacher or principal shall keep or cause to be kept a written record of such information and shall be made available for inspection by the Registrar General.

Accounts.

9. (1) The accounts of every school associations shall be under the control of the head teacher or principal or of an adviser.

(2) The head teacher or principal shall keep or cause to be kept proper accounts and shall retain it in his custody for a period of not less than 6 months after the end of each financial year and shall be made available for inspection by the Registrar General.

(3) A copy of the audited account of every school association shall be submitted by the head teacher or principal to the Registrar General before the end of March each year.

(4) Any sponsorship or collection for each school association must get the approval of the relevant authority.

(5) The proceeds from a sponsorship or collection under sub-regulation (4) shall be used for the benefit of the association and may not be donated to a person or organisation without the written approval of the Registrar General.

Annual report.

10. (1) The head teacher or principal shall keep or cause to be kept an annual report of every school association.

(2) The head teacher or principal shall submit a copy of the annual report of every school association to the Registrar General before the end of March each year.

Meetings.

11. Every meeting of a school association or of its committee shall be attended by the adviser and any other teacher appointed for that purpose by the head teacher or principal.

Compliance of school associations management etc.

12. The Registrar General may direct that any school association comply with such conditions as to its management, activities, membership or otherwise in respect of the association.

Dissolution of school association.

13. (1) The Registrar General may in writing order that any school association be dissolved if he is satisfied that such association is used or likely to be used for a purpose —

(a) which does not benefit the pupils or teachers;

LAWS OF BRUNEI

6 CAP. 210, Rg 3

Education

[Subsidiary]

(b) of political propaganda which is prejudicial to the interests of Brunei Darussalam or of the public;

(c) which is prejudicial to the interest of the pupils; or

(d) which contravenes any of the provisions of the Act or any regulations made thereunder.

(2) Every order made under sub-regulation (1) or under regulation 12 shall be published by affixing a copy upon the school notice board or in a conspicuous place on the school premises.

**EDUCATION ACT
(CHAPTER 210)
EDUCATION (PUBLICATIONS AND MULTI MEDIA
MATERIALS) REGULATIONS**

S 5/04

REVISED EDITION 2011

B.L.R.O. 6/2011

SUBSIDIARY LEGISLATION

**EDUCATION (PUBLICATIONS AND MULTI MEDIA MATERIALS)
REGULATIONS**

ARRANGEMENT OF REGULATIONS

Regulation

1. Citation.
 2. Interpretation.
 3. Application.
 4. Approval.
 5. Notification of approval to Registrar General.
 6. Powers of Registrar General.
 7. Expulsion of pupils.
 8. Penalty.
 9. Head teacher or principal not exempt from law.
-

SUBSIDIARY LEGISLATION

Regulations made under section 128

**EDUCATION (PUBLICATIONS AND MULTI MEDIA MATERIALS)
REGULATIONS**

Commencement: 24th January 2004

Citation.

1. These Regulations may be cited as the Education (Publications and Multi Media Materials) Regulations.

Interpretation.

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

“circulation” means the dissemination, selling or the transmission of the contents of a publication or multi media material;

“multi media materials” means all materials produced by electronic media;

“publication” means any publication, in any language, containing news, intelligence, reports of occurrences, or any remarks, observations or comments, in relation to such news, intelligence or reports of occurrences or any other matter of interest, contributed by pupils or by pupils and teachers of any school or educational institution, and which is circulated at regular or irregular intervals in any school or educational institution, and includes any petition, handbill or statement circulated among the pupils of the school or institutional institution but does not include announcements or notices regarding routine activities authorised by the head teacher or principal as part of the normal activities of the school or educational institution;

“publishing” means publishing or printing, whether in writing, lithography, typewritten, or in the form of photograph or in any other modes of representing or reproducing words or objects in visible form.

Application.

3. These Regulations shall apply to government and private schools and educational institutions.

LAWS OF BRUNEI

4 CAP. 210, Rg 4

Education

[Subsidiary]

Approval.

4. (1) No publication or multi media material may be published or circulated in any school or educational institution except with the approval of the head teacher or principal.

(2) No approval may be given under sub-regulation (1) unless the head teacher or principal is satisfied as to the following matters —

(a) the publication or multi media material is not likely to prejudice the maintenance of the discipline of the school or educational institution or any measures taken for securing the public safety in Brunei Darussalam;

(b) suitable arrangement have been made for the business management of the publication or multi media material;

(c) suitable arrangements have been made for the keeping of accounts to be kept and that proceeds of sales of the publication and multi media material exceeding the cost of production will be deposited in a bank account of the school or educational institution under the control of the head teacher or principal;

(d) no pupil of the school or educational institution shall be compelled to buy the publication and multi media material;

(e) the publication and multi media material is primarily concerned with the affairs, and that its circulation will be primarily among the pupils, of the school or educational institution; and

(f) the name and address of the printer of the publication and multi media material will be printed in the publication and multi media material.

Notification of approval to Registrar General.

5. (1) Upon approving the publication or circulation of a publication or multi media material under sub-regulation 4(1), the head teacher or principal shall, within 10 days thereof, notify the Registrar General in writing of the approval.

(2) The head teacher or principal shall send one copy of every issue of a publication and multi media material to the Registrar General.

(3) The Registrar General may request the head teacher or principal to furnish him with any particulars relating to a publication or multi media material.

Powers of Registrar General.

6. (1) Where the Registrar General is satisfied that any publication or multi media material contains or is likely to contain any matter prejudicial to the discipline of any school or educational institution or prejudicial to the interests of Brunei Darussalam he may, at any time, make an order in writing directing that the publication or multi media

material shall cease to be published or circulated and be destroyed or caused to be destroyed, as the case may be.

(2) Notwithstanding sub-regulation (1), the Registrar General shall make an order in writing directing that the publication or multi media material shall cease to be published or circulated and be destroyed or caused to be destroyed, as the case may be, if he is instructed to do so by the Minister.

(3) The head teacher or principal shall be responsible in ensuring that the order made under sub-regulation (1) or (2) is complied with.

Expulsion of pupils.

7. A head teacher or principal may suspend or expel a pupil —

(a) who publishes or circulates or causes to publish or circulate any publication or multi media material without his approval;

(b) who publishes or circulates any publication or multi media material which contains any matter which has not been approved by him; and

(c) who publishes or circulates or causes to publish or circulate any publication or multi media material in contravention of an order made by the Registrar General under regulation 6.

Penalty.

8. (1) A person who contravenes any provision of these Regulations is guilty of an offence and, subject to sub-regulation (2), liable on conviction to a fine not exceeding \$1,000.

(2) Where such person is, at the date of the commission of the offence, over the age of 21 years, he is liable to a fine not exceeding \$1,000, imprisonment for a term not exceeding 6 months or both.

Head teacher or principal not exempt from law.

9. Nothing in these Regulations shall exempt the head teacher or principal of a school or educational institution from complying with the requirements of any law regulating the publication of periodicals and multi media materials in Brunei Darussalam.

**EDUCATION ACT
(CHAPTER 210)
EDUCATION (PARENT-TEACHER ASSOCIATION (PTA))
REGULATIONS**

S 6/04

REVISED EDITION 2011

B.L.R.O. 6/2011

SUBSIDIARY LEGISLATION

**EDUCATION (PARENT-TEACHER ASSOCIATION (PTA))
REGULATIONS**

ARRANGEMENT OF REGULATIONS

Regulation

1. Citation.
2. Interpretation.
3. Establishment of Parent-Teacher Association.
4. Aims and limitations of PTA.
5. Organisation and management.
6. Registration of PTA.
7. Right of Registrar General to attend meetings.
8. Power of PTA to possess property etc.
9. Fund and audit.
10. Administration.
11. Power of Registrar General in relation to exercise of functions etc.
12. No affiliation with bodies outside school.

FIRST SCHEDULE	—	APPLICATION FOR REGISTRATION OF PARENT-TEACHER ASSOCIATION (PTA)
SECOND SCHEDULE	—	MATTERS WHICH ARE NECESSARY IN CONSTITUTION OF PTA
THIRD SCHEDULE	—	CERTIFICATE OF REGISTRATION

SUBSIDIARY LEGISLATION

Regulations made under section 128

**EDUCATION (PARENT-TEACHER ASSOCIATION (PTA))
REGULATIONS**

Commencement: 24th January 2004

Citation.

1. These Regulations may be cited as the Education (Parent-Teacher Association (PTA)) Regulations.

Interpretation.

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

“office-bearer” means a member of the committee established under regulations 5(2) and (4);

“Parent-Teacher Association” means a Parent-Teacher Association established by regulation 3.

Establishment of Parent-Teacher Association.

3. (1) There shall be established in every school a parent-teacher association to be named as the Parent-Teacher Association (in these Regulations referred to as the PTA) consisting of —

(a) all the teachers teaching in the school;

(b) the parents of the pupils attending such school; and

(c) the head teacher or the principal of the school as an *ex officio* member and the PTA’s adviser.

(2) Every parent and teacher in the school shall be a member of the PTA.

(3) For the purposes of these Regulations, the PTA is not a society within the meaning of any written law relating to the registration of societies.

Aims and limitations of PTA.

4. (1) The aims of the PTA shall be —

(a) to provide a forum and service for the welfare, development and progress of the pupils in the school;

LAWS OF BRUNEI

4 CAP. 210, Rg 5

Education

[Subsidiary]

(b) to assist and complement the effort of the school in meeting the material requirements and needs of the pupils in their activities;

(c) to enable parents and teachers in the school to exchange ideas and information on education in general;

(d) to give opportunity to the parents and teachers in the school to consult each other as to the manner of improving the standard of education of their children in general; and

(e) to enable parents and teachers in the school to increase the finances of the school and upgrade the physical facilities for the purpose of upgrading the teaching and learning facilities.

(2) The activities of the PTA shall be directed to the welfare, development and progress of the pupils in the school where the PTA is established.

(3) The PTA may, with the permission of the head teacher or the principal promote curricular and co-curricular activities inside or outside school, by utilising the skilled and specialised manpower from amongst members or non-members of the PTA for the purpose of upgrading the academic achievement or the overall progress of the pupils.

(4) The PTA shall be allowed to collect any contribution which is determined in the annual general meeting from members and the Registrar General shall be notified of the decision.

(5) The PTA shall not extend its jurisdiction to matters connected with the administration of the school, the employment and conditions of service of teachers and other staff in the school.

(6) The PTA shall not be the machinery for the settlement of disputes or other related matters as between the PTA and the head teacher or the principal or the staff of the school where the PTA is established, the District Education Officer, the Ministry or the Government.

Organisation and management.

5. (1) The PTA shall be established by the head teacher or the principal in every school.

(2) The PTA shall be managed by a committee in accordance with the constitution of the PTA.

(3) The committee shall comprise of not less than 5 and not more than 15 members who are elected in the annual general meeting of the PTA.

(4) Without prejudice to the generality of sub-regulation (2), the District Education Officer may appoint not more than 2 individuals who are non-members to be

committee members in the case of government schools and in the case of private schools, the appointment shall be made by the board of governors of the school.

(5) The individuals mentioned in sub-regulation (4) shall be persons who have integrity, interest and proven to be able to contribute positively to the development of education.

(6) The District Education Officer or the board of governors shall obtain the approval of the Registrar General in respect of the appointment made under sub-regulation (4).

Registration of PTA.

6. (1) Where a PTA has been established by a head teacher or principal, he shall submit to the Registrar General an application for registration of the PTA as contained in the First Schedule.

(2) The head teacher or the principal shall submit together with the application a copy of the draft of the constitution of the PTA which shall provide the matters specified in the Second Schedule.

(3) The Registrar General may, upon being satisfied that an application for registration having been duly made, register the PTA and issue a certificate of registration as contained in the Third Schedule.

Right of Registrar General to attend meetings.

7. The Registrar General or his representative shall have the right to attend all meetings of the PTA.

Power of PTA to possess property etc.

8. The PTA shall have the power to possess, use and dispose of any of the PTA's moveable or immovable property which in the PTA's opinion is to facilitate the PTA in the proper exercise of its powers and duties under these Regulations.

Fund and audit.

9. (1) There shall be established and managed by the PTA a fund into which shall be paid all donations or contributions from any member towards the purposes of the PTA.

(2) The PTA shall keep or cause to be kept a proper account and other records in respect of the PTA's operation and shall also cause to be prepared a statement of account for each financial year.

LAWS OF BRUNEI

6 CAP. 210, Rg 5

Education

[Subsidiary]

(3) The account of the PTA shall be audited annually by 2 persons who are not committee members and who shall be nominated and elected by the members of the PTA.

(4) The PTA with the consent of the annual general meeting shall be allowed to obtain the service of an accredited auditor for the purposes of auditing the PTA's account.

(5) The head teacher or the principal shall be allowed to inspect the account of the PTA.

Administration.

10. (1) The head teacher or the principal of the school where the PTA is established shall assist the clerical and stationery needs of the PTA.

(2) All other needs of the PTA other than those mentioned in sub-regulation (1) shall be the responsibility of the PTA.

Power of Registrar General in relation to exercise of functions etc.

11. (1) If the Registrar General is satisfied, either upon a complaint or otherwise that a PTA or the members of the PTA —

(a) have been acting or are proposing to act unreasonably with respect to the exercise of any power conferred or the discharge of any duty imposed by or under these Regulations or by the constitution of the PTA; or

(b) have failed to discharge any duty imposed upon the PTA or members of the PTA by or under these Regulations,

the Registrar General may —

(i) give such directions in writing as to the exercise of the power or the discharge of the duty as appear to the Registrar General to be expedient, with which directions it shall be the duty of the PTA or members of the PTA to comply; or

(ii) suspend or dismiss all or any of the office-bearers of the PTA and, notwithstanding the provisions of any regulations or the constitution of the PTA, appoint such person or persons as the Registrar General may think fit to have and to exercise all the functions of the office-bearers of the PTA for such period as the Registrar General may direct.

(2) If at any time, for any PTA in any school there is no office-bearer, the Registrar General may appoint such person or persons as the Registrar General may think fit to exercise the functions of the office-bearer of the PTA for such period as the Registrar General may direct.

No affiliation with bodies outside school.

12. The PTA shall have no affiliation with any political party or trade union or other organisation or PTA registered or incorporated under any written law in force relating to it.

LAWS OF BRUNEI

8 CAP. 210, Rg 5

Education

[Subsidiary]

FIRST SCHEDULE

(regulation 6(1))

APPLICATION FOR REGISTRATION OF PARENT-TEACHER ASSOCIATION
(PTA)

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

I seek to apply for the registration of the proposed Parent-Teacher Association (PTA) as per the particulars below —

1. Particulars of PTA —

(a) Name:

.....
.....

(b) The place where business is to be carried on or meetings are to be held, and postal address (if different):

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

(c) Number of members:

.....

(d) The PTA's financial year commences on the:

.....

(e) The names (including any aliases), identity card number and colour, occupation address of the office-bearers, the designation held, telephone number and e-mail address.

2. 2 certified copies of the constitution of the PTA are enclosed.

Dated 20

(Signature)

(Name)

(Designation)

SECOND SCHEDULE

(regulation 6(2))

MATTERS WHICH ARE NECESSARY IN CONSTITUTION OF PTA

The following matters shall be provided in the constitution of a PTA —

- (a) the name and the registered office or registered postal address of the PTA;
- (b) the purposes of the PTA;
- (c) the place where meetings of the PTA are to be held, if such place be different from the registered office;
- (d) the membership and manner of appointment of the committee and the designations, powers and functions of the office-bearers of the PTA;
- (e) the sources of the PTA's income;
- (f) the authority or authorities for expenditure from the funds of the PTA;
- (g) the keeping of accounts of income and expenditure of the PTA and the publication of such accounts to the members of the PTA annually;
- (h) the *quorum* required for the transaction of business in any meeting of the PTA;
- (i) the annual general meeting and the extra-ordinary general meeting; and
- (j) the manner by which the constitution of the PTA may be amended.

LAWS OF BRUNEI

10 CAP. 210, Rg 5

Education

[Subsidiary]

THIRD SCHEDULE

(regulation 6(3))

CERTIFICATE OF REGISTRATION

It is certified that the Parent-Teacher Association of

.....
(Name of School)

.....
(Address of School)

.....

.....
has been registered under the powers of the Registrar General.

Registration No. :

Registered on this : day of 20

Signature :

Name :

Designation :

Official Stamp :

Date :

**EDUCATION ACT
(CHAPTER 210)
EDUCATION (SCHOOL DISCIPLINE) REGULATIONS**

S 7/04

REVISED EDITION 2011

B.L.R.O. 6/2011

SUBSIDIARY LEGISLATION

EDUCATION (SCHOOL DISCIPLINE) REGULATIONS

ARRANGEMENT OF REGULATIONS

Regulation

1. Citation.
 2. Interpretation.
 3. School disciplinary rules.
 4. Responsibility of head teacher for discipline.
 5. Powers of head teacher.
 6. Delegation of powers by head teacher.
 7. Prohibited conducts in schools.
 8. Power of head teacher or principal to exclude pupils from schools.
 9. Exclusion from schools.
 10. Powers of Registrar to require expulsion.
 11. Review of decision to exclude pupil from school.
 12. Appeals.
 13. Records of suspension and expulsion.
 14. Condition for re-admission.
 15. Power to close schools etc. in certain circumstances.
 16. Penalties.
 17. Power of exemption.
-

SUBSIDIARY LEGISLATION

Regulations made under section 128

EDUCATION (SCHOOL DISCIPLINE) REGULATIONS

Commencement: 24th January 2004

Citation.

1. These Regulations may be cited as the Education (School Discipline) Regulations.

Interpretation.

2. In these Regulations, unless the context otherwise requires —
“register” means the register kept under section 77.

School disciplinary rules.

3. (1) For the purpose of maintaining discipline, every school shall have its own disciplinary rules based on the provisions of the Act or any subsidiary legislation made thereunder and including these Regulations.

(2) The disciplinary rules of any school shall require the approval of the Registrar General.

(3) It is the duty of the head teacher or principal to bring the disciplinary rules of the school to the attention of every pupil, parent of pupils and other interested parties of the school.

Responsibility of head teacher for discipline.

4. The head teacher or principal of a school shall be responsible for the discipline of pupils in that school and shall have authority over the other teachers and pupils of the school in respect of the same.

Powers of head teacher.

5. (1) For the purposes of maintaining discipline among pupils the head teacher or principal shall have the power to impose any disciplinary punishment provided for in the school rules or under these Regulations and any other such ordinary school punishments as may be necessary or expedient:

LAWS OF BRUNEI

4 CAP. 210, Rg 6

Education

[Subsidiary]

Provided that —

(a) corporal punishment of female pupils is prohibited; and

(b) corporal punishment of male pupils by a teacher or other member of the staff shall be in accordance with and subject to a directive on corporal punishment issued by the Ministry.

(2) A record of all punishments imposed or meted out under sub-regulation (1) shall be kept confidential in a form approved by the Registrar General.

Delegation of powers by head teacher.

6. The head teacher or principal of a school may, subject to such conditions or limitations as he may think fit, delegate disciplinary authority and powers of punishments to other teachers in such school or to such pupils as he may appoint for such purpose; but save as aforesaid no teacher or pupil shall exercise such authority or powers except under the express directions of the head teacher in a particular case:

Provided that the power of inflicting corporal punishment shall not be delegated to any person other than a registered teacher.

Prohibited conducts in schools.

7. No pupils attending any school shall —

(a) participate in the activity of a political party or organisation;

(b) participate in any unlawful or disorder by assembly;

(c) participate in any dispute between employers and employees;

(d) carry on subversive propaganda whether on or off the school premises;

or

(e) resist or oppose any school discipline imposed under the school disciplinary rules.

Power of head teacher or principal to exclude pupils from schools.

8. (1) Whenever the head teacher or principal of a school is satisfied that it is necessary or desirable for the purpose of —

(a) maintaining discipline or order, which includes controlling and supervising the discipline of the pupils; or

(b) maintaining peace in the school,

to exclude a pupil from the school on such disciplinary grounds, he may do so for a fixed period not exceeding 14 days in any one time in any school year or permanently.

(2) In these regulations, “exclude” in relation to the exclusion of a pupil from a school, means a disciplinary action to suspend the pupil’s attendance from school or to expel the pupil from school.

Exclusion from school.

9. (1) Where the head teacher or principal of a school excludes any pupil, the head teacher or principal shall (without delay) take reasonable steps to inform the relevant person of the following matters —

(a) the period of the exclusion (or, if the pupil is being permanently excluded, that he is being expelled);

(b) the reasons for the exclusion;

(c) that he may make representations about the exclusion to the board of governors in the case of exclusion from a non-government school or to the head teacher or principal in the case of exclusion from a government school; and

(d) the means by which such representations may be made.

(2) Where the head teacher or principal decides that any exclusion of a pupil for a fixed period (suspension) should be made permanent, he shall (without delay) take reasonable steps to inform the relevant person of —

(a) his decision; and

(b) the matters specified in sub-regulations (1)(b) to (d).

(3) Sub-regulation (4) applies where the head teacher or principal —

(a) excludes any pupil in circumstances where the pupil would, as a result of the exclusion —

(i) be excluded from the school for a total period of more than 5 school days in any one term; or

(ii) lose an opportunity to take any public examination,

(b) excludes a pupil permanently (expulsion); or

(c) decides that any exclusion of a pupil should be made permanent.

(4) Where this regulation applies, the head teacher shall without delay inform the Registrar General and the board of governors of the following matters —

(a) the period of the exclusion (or, if the pupil is being permanently excluded, that he is being expelled); or

(b) his decision that any exclusion of a pupil for a fixed period should be made permanent,

LAWS OF BRUNEI

6 CAP. 210, Rg 6

Education

[Subsidiary]

and (in either case) of the reasons for it.

(5) Where a decision to exclude a pupil under sub-regulation (1) has been made, the head teacher may by order suspend such pupil from attendance at such school for such period as he may think fit, or in the case of permanent exclusion, expel him from such school after getting the approval of the Registrar General in the case of a government school and the approval of the board of governors in the case of a private (non-government) school.

(6) In this regulation and in regulations 11 and 12, “relevant person” means —

(a) in relation to a pupil under the age of 18, a parent or legal guardian of the pupil;

(b) in relation to a pupil who has attained the age of 18 years, the pupil himself.

Powers of Registrar to require expulsion.

10. (1) Whenever —

(a) a Registrar is satisfied that it is necessary or desirable for the purpose of maintaining discipline or order in any school; or

(b) a Registrar is so directed by the Registrar General,

he may by order in writing require the governors of a school to cause a pupil to be expelled from the school, and the governors and the head teacher or principal shall forthwith comply with such order.

(2) A copy of such order shall be sent by the Registrar to the parents or legal guardians, or to any one of the parents or legal guardians of such pupil.

Review of decision to exclude pupil from school.

11. (1) Sub-regulations (2) to (6) apply where the Registrar General and the board of governors are informed under regulation 9(4) of any exclusion or decision to which that provision applies.

(2) The Registrar General or the board of governors shall in any case —

(a) consider the circumstances in which the pupil was excluded;

(b) consider any representations about the exclusion made to the Registrar General or the board of governors —

(i) by the relevant person in pursuance of regulation 9(1)(c) or (2)(b); or

(ii) by the Ministry;

(c) allow each of the following —

- (i) the relevant person;
- (ii) an officer of the Ministry nominated by the Minister, to attend a meeting of the board of governors and to make oral representation about the exclusion; and

(d) consider any oral representations so made.

(3) In a case where it would be practical for the board of governors to give direction to the head teacher requiring the reinstatement of a pupil, they shall in addition consider whether he should be reinstated immediately, reinstated by a particular date or not reinstated.

(4) If the board of governors decide that the pupil should be reinstated, they shall forthwith —

- (a) give the appropriate direction to the head teacher or principal; and
- (b) inform the relevant person and the Registrar General of their decision.

(5) The head teacher or principal shall comply with any direction of the board of governors for the reinstatement of a pupil who has been excluded from the school.

(6) If the board of directors decide that the pupil should not be reinstated, they shall forthwith —

(a) inform the relevant person, the head teacher or principal and the Registrar General of their decision; and

(b) in addition, in the case of a pupil who is expelled, give the relevant person notice in writing referring to that decision and stating the following matters —

- (i) the reasons for the decisions;
- (ii) his right to appeal against the decision;
- (iii) the person to whom he should give notice of appeal;
- (iv) that any notice of appeal must contain the grounds of appeal; and
- (v) the last date on which an appeal must be made.

(7) Where —

(a) the head teacher or principal of a non-government school excludes a pupil otherwise than as mentioned in regulation 9(3); and

(b) the board of governors receive any representations made in pursuance of regulation 9(1)(c) or (2)(b) by the relevant person about the exclusion,

they shall consider those representations.

[Subsidiary]

Appeals.

12. (1) The parent or legal guardian of a pupil or a pupil who is aggrieved by a decision of the head teacher under regulation 9(1) to exclude the pupil from school may appeal in writing to the Registrar General in the case of government schools, or to the board of governors in the case of private schools, within 15 days from the date of receiving such information as specified under regulation 9(1).

(2) Where a pupil has been suspended or expelled from school under regulation 9, any relevant person aggrieved by such decision may appeal to the Registrar General in the case of government schools and to the board of governors in the case of private schools.

(3) Upon receipt of an appeal under sub-regulation (1), the Registrar General or the board of governors, as the case may be, shall within 15 days after the day on which the appeal is lodged, decide on the merits of the grounds of appeal:

Provided that —

(a) the head teacher or principal shall be entitled to attend and express his views at a meeting called by the governors to consider such an appeal; and

(b) an order of the head teacher or principal expelling a pupil from the school shall not be rescinded without the concurrence of the Registrar.

(4) The aggrieved parent or guardian of a pupil expelled from any school by any order made under regulation 9(5) may, within one month of the date of such expulsion or of the date service on him of the order referred to in regulation 9(5), whichever is the longer, appeal to the Minister in accordance with the provisions of sections 123 to 127.

Records of suspension and expulsion.

13. The head teacher or principal shall keep a record of all suspensions and expulsions in a form approved by the Registrar General.

Condition for re-admission.

14. A pupil who has been expelled from a school by an order made under regulation 9(5) shall not thereafter (unless such order shall have first been revoked by the authority making it) —

(a) enter or be allowed to enter the premises of such school; or

(b) be admitted as a pupil of any other school, without the permission of the Registrar General.

Power to close schools etc. in certain circumstances.

15. (1) Where, in the opinion of the Registrar General, it is necessary or desirable on account of any disorder or indiscipline on the part of any of the pupils of a school that such school should be temporarily closed, a Registrar may, by order in writing, close such school for such period, not exceeding one month from the date of such order as he may deem necessary.

(2) No person shall without reasonable cause enter or attempt to enter or remain within the premises or any part thereof used as or in connection with any school in respect of which an order made under sub-regulation (1) is in force.

(3) A police officer may, without warrant enter and search any school or any part of the premises used as or in connection with such school in respect of which an order has been made under sub-regulation (1) and may remove therefrom any person found therein, and, in order to effect an entrance into any part of such premises, such police officer may use such reasonable force as may be necessary to break open any outer or inner door or window thereof if, after indication of his authority and purpose and a demand for admittance duly made, he cannot otherwise obtain admittance.

(4) An order made under sub-regulation (1) may at any time during its continuance be cancelled by the Minister, but without prejudice to the previous validity of the order or to anything done thereunder or to the power of a Registrar to make a new order under these Regulations.

Penalties.

16. A pupil who fails to comply with any order made under regulation 9(5), or who contravenes the provisions of regulation 15 and a person who fails to comply with the provisions of regulation 14 or 17(2), is liable to a fine not exceeding \$1,000, imprisonment not exceeding 3 months or both; and a person who fails to comply with the provisions of any other regulation is liable to a fine not exceeding \$100 for a first offence and \$200 for a second or subsequent offence.

Power of exemption.

17. The Minister may by order exempt any school or class of school from all or any of the provisions of these Regulations either absolutely or subject to such conditions as he may think fit to impose, and may at any time in his discretion revoke any such exemption or cancel or alter or add to such conditions.

**EDUCATION ACT
(CHAPTER 210)**

**EDUCATION (SCHOOL TERMS, SCHOOL DAYS AND
SCHOOL HOLIDAYS) REGULATIONS**

S 9/04

REVISED EDITION 2011

B.L.R.O. 6/2011

SUBSIDIARY LEGISLATION

**EDUCATION (SCHOOL TERMS, SCHOOL DAYS AND
SCHOOL HOLIDAYS) REGULATIONS**

ARRANGEMENT OF REGULATIONS

Regulation

1. Citation.
 2. Interpretation.
 3. Application.
 4. School term rules.
 5. School days.
 6. Register of pupil's attendance.
 7. School term holidays.
 8. Public holidays.
 9. Notification of holidays.
 10. Closing of schools.
-

SUBSIDIARY LEGISLATION

Regulations made under section 128

**EDUCATION (SCHOOL TERMS, SCHOOL DAYS AND
SCHOOL HOLIDAYS) REGULATIONS**

Commencement: 24th January 2004

Citation.

1. These Regulations may be cited as the Education (School Terms, School Days and School Holidays) Regulations.

Interpretation.

2. In these Regulations, “substitute day” means a day where education shall be carried out in school to substitute the day where education cannot be carried out due to any reasons approved by the Registrar General.

Application.

3. These Regulations shall apply to government and private schools.

School term rules.

4. School term rules for any one year shall be subject to the approval of the Minister.

School days.

5. (1) School days for any one year shall not be less than 200 days.

(2) The head teacher or principal shall provide a substitute day if he finds that the school days are less than 200 days.

Register of pupil’s attendance.

6. (1) The attendance of a pupil at school during school days shall be recorded in the attendance register of pupils on each day that the pupil attends school.

(2) The name of the pupil who has changed or left school shall be cancelled from the register at the end of the particular month concerned.

LAWS OF BRUNEI

4 CAP. 210, Rg 8

Education

[Subsidiary]

(3) The head teacher or principal may take disciplinary action against a pupil who, without any reasonable cause, fails to attend school for a period of 3 consecutive days.

School term holidays.

7. Schools shall close for holidays in between school terms and the number of days closed shall be determined by the Minister.

Public holidays.

8. Schools shall observe gazetted public holidays which fall on school days during the school terms.

Notification of holidays.

9. The head teacher or principal shall notify in writing the pupil's parent of the substitute day and school term holidays.

Closing of schools.

10. (1) The head teacher or principal may close a school for a particular period if there exists an emergency or a natural disaster.

(2) The closure of school under sub-regulation (1) may be notified orally and in writing to the Registrar General as soon as possible and the period for which the school is closed shall be substituted with another period.

**EDUCATION ACT
(CHAPTER 210)
EDUCATION (APPEALS) REGULATIONS**

S 8/04

REVISED EDITION 2011

B.L.R.O. 6/2011

SUBSIDIARY LEGISLATION

EDUCATION (APPEALS) REGULATIONS

ARRANGEMENT OF REGULATIONS

Regulation

1. Citation.
 2. Form of appeal.
 3. Appeals to be submitted to Minister.
 4. Investigation.
 5. Powers of Committee.
 6. Meetings.
 7. Notice of meeting.
 8. *Quorum*.
 9. Enquiries by members of Committee.
 10. Postponement.
 11. Record.
 12. Findings.
 13. Exclusion of public.
 14. Offence.
-

SUBSIDIARY LEGISLATION

Regulations made under section 128

EDUCATION (APPEALS) REGULATIONS

Commencement: 24th January 2004

Citation.

1. These Regulations may be cited as the Education (Appeals) Regulations.

Form of appeal.

2. (1) Any person wishing to appeal against a decision of the Registrar General shall do so by memorandum of appeal filed with the Registrar General within 21 days from the time of service of notice of such decision.

(2) The memorandum of appeal under sub-regulation (1) shall be filed in triplicate and signed by the appellant.

(3) The memorandum of appeal shall set out briefly the following information —

(a) the substance of the decision appealed against;

(b) the grounds of the appeal; and

(c) the name, occupation and address of any person who, in the opinion of the appellant, is able and willing to give evidence on his behalf, and the substance of such evidence and the manner in which the person named is prepared to give it.

(4) An appellant may annex to his memorandum of appeal statements by the persons named by him under the provisions of sub-regulation (3)(c);

Provided that any such statement shall be in the form of a declaration made under the provisions of the Statutory Declarations Act (Chapter 12).

(5) A fee of \$100 shall be payable upon each appeal.

Appeals to be submitted to Minister.

3. When a memorandum of appeal has been filed in accordance with the provisions of regulation 2, the Registrar General shall forward the same and all the statements annexed thereto to the Minister, together with the following —

LAWS OF BRUNEI

4 CAP. 210, Rg 7

Education

[Subsidiary]

(a) a copy of the notice or writing served or sent by him pursuant to section 43, 45, 84, 86, 90, 93, 104 or 106 which has given rise to the appeal; and

(b) the grounds for his decision.

Investigation.

4. The memorandum of appeal (and the other documents specified in regulation 3) shall thereupon be referred for investigation and report to the Committee of Enquiry (in these Regulations referred to as the Committee) appointed under section 123(1)(b).

Powers of Committee.

5. (1) The Committee shall have the following powers —

(a) all the powers set out in section 124;

(b) the power to summon and examine witnesses;

(c) the administration of oaths and affirmations; and

(d) for compelling the production of documents and material objects in relation to the provisions made under the Act or any regulations made thereunder.

(2) The chairman may exercise on behalf of the Committee the powers of the Committee to summon witnesses.

Meetings.

6. The Committee shall meet at such places and at such times as the chairman (who shall be nominated by the Minister) shall appoint.

Notice of meeting.

7. The chairman shall give notice of the meeting to the appellant inviting him to be present and produce his evidence.

Quorum.

8. The *quorum* for a meeting of the Committee shall be 3 members, one of whom shall be the chairman.

Enquiries by members of Committee.

9. The Committee may authorise one or more of its members to enquire into any particular matter relating to the investigation, and the member or members so authorised shall, for the purpose of such inquiry, have all the powers of the Committee.

Postponement.

10. The Committee may postpone or adjourn the investigation from time to time.

Record.

11. The chairman of the Committee shall include in the record of the proceedings all written evidence received and shall make a brief memorandum of the substance of the evidence of every witness as the examination of the witness proceeds and such memorandum shall be signed by the chairman under his own hand and shall form part of the record.

Findings.

12. On completion of the investigation the chairman shall forward to the Minister the record of the proceedings and a report disclosing the findings of the Committee.

Exclusion of public.

13. The Committee may exclude any member of the public from its investigation or any part thereof.

Offence.

14. A person present at a meeting convened under regulation 7 for the purpose of investigation or part thereof conducted by the Committee who, without the consent of the Minister, communicates or publishes in any manner whatsoever any information that may have come to his knowledge or possession by reason of his presence at such investigation or part thereof is guilty of an offence and liable to a fine not exceeding \$10,000, imprisonment for a term not exceeding 2 months or both.

**EDUCATION ACT
(CHAPTER 210)
EDUCATION (SCHOOL ADMISSION AND SCHOOL
REGISTER) REGULATIONS**

S 10/04

REVISED EDITION 2011

B.L.R.O. 6/2011

SUBSIDIARY LEGISLATION

**EDUCATION (SCHOOL ADMISSION AND SCHOOL REGISTER)
REGULATIONS**

ARRANGEMENT OF REGULATIONS

Regulation

1. Citation.
2. Application.
3. Admission of child of citizen.
4. Admission of child of non-citizen.
5. Register of admission of pupils.
6. Transfer of school.
7. Offences and penalty.

FIRST SCHEDULE	—	APPLICATION FOR ADMISSION OF CHILD OF NON-CITIZEN TO SCHOOL
SECOND SCHEDULE	—	REGISTER OF ADMISSION OF PUPILS
THIRD SCHEDULE	—	APPLICATION FOR TRANSFER OF SCHOOL OF CHILD OF CITIZEN

SUBSIDIARY LEGISLATION

Regulations made under section 128

**EDUCATION (SCHOOL ADMISSION AND SCHOOL REGISTER)
REGULATIONS**

Commencement: 24th January 2004

Citation.

1. These Regulations may be cited as the Education (School Admission and School Register) Regulations.

Application.

2. These Regulations shall apply to all schools.

Admission of child of citizen.

3. (1) Subject to any general requirements of the Act or any regulations made thereunder, the head teacher or principal of a school shall admit a child of a citizen of Brunei Darussalam as a pupil in his school.

(2) The admission of the pupil is subject to the availability of a place in such school.

(3) The parents shall furnish during the registration of admission of the pupil to the school the following documents —

(a) the pupil's original birth certificate for admission to a primary school;

(b) the pupil's original identity card for admission to a secondary school;

(c) the pupil's original birth certificate for admission to a secondary schools, if he has not obtained an identity card; and

(d) the pupil's previous school records if he has attended any other school before.

Admission of child of non-citizen.

4. (1) The following categories of pupils whose parents are not citizens of Brunei Darussalam may be admitted to a school —

(a) a child of a staff of a foreign embassy in Brunei Darussalam;

LAWS OF BRUNEI

4 CAP. 210, Rg 9

Education

[Subsidiary]

(b) a child whose parent is not a citizen of Brunei Darussalam, working in the government service or agency, statutory body or any other place within Brunei Darussalam with a valid work permit; or

(c) a child whose parent is a person to whom a Residence Permit has been granted under regulations made under the Immigration Act (Chapter 17);

(d) a step-child or an adopted child of a citizen of Brunei Darussalam; or

(e) any other child who does not fall within paragraphs (a) to (d) and whose parents are not ordinarily resident in Brunei Darussalam.

(2) Prior to his admission to a school, a child falling within one of the categories of pupils listed in sub-regulation (1) shall —

(a) obtain a student pass issued by the Department of Immigration;

(b) pay the registration, admission and any other fee necessary for admission which is imposed by the relevant school and prescribed by the Ministry; and

(c) furnish the form prescribed in the First Schedule.

(3) Where there is an application under this regulation for the admission of a child of a person who is not a citizen of Brunei Darussalam and is not ordinarily resident in Brunei Darussalam, the applicant shall appoint a fit and proper person to act as a guardian or sponsor of the child and furnish the details of such guardian or sponsor in the form prescribed in the First Schedule.

Register of admission of pupils.

5. (1) The head teacher or principal shall keep or cause to be kept an up-to-date register of the admission of pupils which contains particulars as specified in the Second Schedule with respect to all pupils at the school.

(2) Notwithstanding sub-regulation (1), the head teacher or principal shall cancel the name of the pupil in the register who has transferred or left school at the end of the particular month concerned.

Transfer of school.

6. (1) The head teacher or principal may register a child of a citizen of Brunei Darussalam whose application for transfer to another school has been approved by the District Education Officer in the form prescribed in the Third Schedule.

(2) Where a pupil who is the child of a person who is not a citizen of Brunei Darussalam wishes to transfer to another school, he shall submit a new application for admission to the new school.

(3) The application under sub-regulation (2) shall be made in the form prescribed in the First Schedule with the following conditions —

- (a) the applicant has paid the prescribed fee;
- (b) a new student pass has been issued by the Department of Immigration;
and
- (c) there is a vacancy in the new school.

(4) The head teacher or principal shall place a pupil whose transfer has been approved in a class according to his age.

Offences and penalty.

7. Any person who contravenes these Regulations is guilty of an offence and liable on conviction to a fine not exceeding \$5,000 or imprisonment for a term not exceeding 3 months.

LAWS OF BRUNEI

6 CAP. 210, Rg 9

Education

[Subsidiary]

FIRST SCHEDULE

(regulations 4(2)(c) and (3))

APPLICATION FOR ADMISSION OF CHILD OF NON-CITIZEN TO SCHOOL

PART I

(To be filled by parents or guardian)

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

Through : Head teacher or principal

.....
.....

I apply to admit my son/daughter/a child under my custody* by the name of

.....

at

(Name and address of current school)

to

.....

(Name and address of school)

.....

*Delete if inapplicable

A. PARTICULARS OF PUPIL

1. Full name:

.....

2. Date of birth:

3. Birth certificate no.: Issuing country:

4. Identity card no. and colour: Issuing country:

5. Nationality:

6. Religion:

7. Passport no./Date of expiry of passport/period of stay in Brunei Darussalam:

.....

FIRST SCHEDULE — (continued)

B. PARTICULARS OF FATHER/LEGAL GUARDIAN

1. Full name:
.....
2. Date of birth:
3. Birth certificate no.: Issuing country:
4. Identity card no. and colour: Issuing country:
5. Nationality:..... Religion:.....
6. Passport no./Date of expiry of passport/period of stay in Brunei Darussalam:
.....
.....

C. PARTICULARS OF MOTHER

1. Full name:
.....
2. Date of birth:
3. Birth certificate no.: Issuing country:
4. Identity card no. and colour: Issuing country:
5. Nationality:..... Religion:.....
6. Passport no./Date of expiry of passport/period of stay in Brunei Darussalam:
.....
.....

D. PARTICULARS OF GUARDIAN/SPONSOR

1. Full name:
.....
2. Date of birth:
3. Birth certificate no.: Issuing country:
4. Identity card no. and colour: Issuing country:
5. Nationality:
6. Religion:

LAWS OF BRUNEI

8 CAP. 210, Rg 9

Education

[Subsidiary]

FIRST SCHEDULE — (continued)

- 7. Passport no./Date of expiry of passport/period of stay in Brunei Darussalam:
.....
.....
.....
- 8. Address in Brunei Darussalam:
.....
.....
.....
- 9. Relationship:

E. IS THE NAME OF THE ABOVE PUPIL INCLUDED IN THE

- (i) Father's passport ? Yes/No
- (ii) Mother's passport ? Yes/No

F. DECLARATION

I Identity card/Passport no.:
(Name)

do hereby solemnly declare that —

- (a) the statements contained in this application form and the documents attached are true to the best of my knowledge and belief; and
- (b) the signature on this application form is in my handwriting.

Signed and declared by me,

.....
(Signature)
(Date)

FIRST SCHEDULE — (continued)

PART II

(To be filled by head teacher or principal)

PARTICULARS OF PUPIL

- (a) Name:
- (b) Date of birth:
- (c) Place of birth:
- (d) Nationality:
- (e) Religion:
- (f) Year/Form (Present):
- (g) The last year/highest form:
- (h) Qualification/year:
- (i) Date of admission to first year:
- (j) Period of study in
 - (i) primary school:
 - (ii) secondary school:

.....
 (Signature of head teacher or principal) (Date)

PART III

(For use of District Education Office)

1. Decision of District Education Officer:

- Admission of pupil to year/form is approved
- Admission of pupil to year/form is not approved

Official Stamp

.....
 (Signature of District Education Officer) (Date)

LAWS OF BRUNEI

10 CAP. 210, Rg 9

Education

[Subsidiary]

FIRST SCHEDULE — *(continued)*

PART IV

(For use of Ministry of Education, Brunei Darussalam)

2. Decision of Registrar General:

Admission of pupil to year/form is approved

Admission of pupil to year/form is approved

Official Stamp

.....
(Registrar General of Educational
Institutions and Teachers)

.....
(Date)

Please submit the following documents with the form —

- (i) 3 copies of this form must be sent together with the particulars required in Part I.
- (ii) Part I must be filled by the parent.
- (iii) Part must be filled by the head teacher or principal of the school applied.
- (iv) 2 copies of the following documents must be accompanied with the application form that is birth certificate, identity card and passport of pupil and parent.
- (v) If the pupil's mother/father is working in this country, please submit a certified copy of employment pass, dependant pass and certified letter from employer, as the case may be.
- (vi) If the application is not from the parent of the pupil, please submit personal documents as in paragraph (iv) and 2 certified copies of letter of evidence in respect of his relationship with the pupil.
- (vii) A letter of confirmation from the applicant's bank regarding the applicant's financial ability to support the child's study and living expenses in Brunei Darussalam.
- (viii) In the case of an application under sub-regulation 4(3), a statutory declaration from the appointed guardian or sponsor as to his willingness to act as guardian or sponsor to the child concerned.

SECOND SCHEDULE

(regulation 5(1))

REGISTER OF ADMISSION OF PUPILS

1. Name of pupil (as in the birth certificate/identity card):
2. Name of mother/father/guardian (as in the identity card):
3. Date, place of birth and birth certificate no.:
4. Age on 1st January:
5. Identity card no. and colour:
6. Nationality:
7. Address:
8. Correspondence address (if different from no. 7):
9. Name and address of sponsor (if applicable) :
10. Date of registration in school:

LAWS OF BRUNEI

12 CAP. 210, Rg 9

Education

[Subsidiary]

THIRD SCHEDULE

(regulation 6(1))

APPLICATION FOR TRANSFER OF SCHOOL OF CHILD OF CITIZEN

District Education Officer:

.....

Name and address of school:

.....

PARTICULARS ON TRANSFER OF SCHOOL

1. Name of pupil:
.....
2. Sex:
3. Date of birth:
4. Birth certificate no.:
5. Identity card no. and colour:
6. Nationality:
7. Religion:.....
8. Date of registration (present school):
9. Name of scholarship: total: per year
10. The last year/highest form:
11. If secondary school, stream (specify):
12. *Qualification:
 - (i) PCE:
 - (ii) PMB:
 - (iii) 'N' Level:
 - (iv) 'O' Level:
13. Name of mother/father/guardian:
.....
14. Address of mother/father/guardian:
.....
.....
.....

THIRD SCHEDULE — (continued)

- 15. Correspondence address (if different from no. 13):
.....
.....
.....
- 16. New school of choice:
.....
First choice:
.....
Second choice:
.....
- 17. Reasons for transfer:
.....
.....
- 18. Date of transfer required:
- 19. Comment of head teacher or principal:
.....
.....
.....

Official Stamp

.....
 (Signature of head teacher or principal) (Date)

*Please enclose a copy of the examination results

For use of District Education Office

..... *approved/not approved for
 admission to school
 with effect from the date
 of application.

*Delete if inapplicable

LAWS OF BRUNEI

14 CAP. 210, Rg 9

Education

[Subsidiary]

THIRD SCHEDULE — *(continued)*

Official Stamp

.....
(Signature of District Education Officer)

.....
(Date)

Please submit the following documents with this form —

- (i) Certificate of marriage/certificate of registration of marriage of parent;
- (ii) Court order on rights of guardianship/custody, if parent is divorced/separated; or
- (iii) Adopted child register's letter in accordance with the written law on adoption.

**EDUCATION ACT
(CHAPTER 210)
EDUCATION (NATIONAL CURRICULUM)
REGULATIONS**

S 11/04

REVISED EDITION 2011

B.L.R.O. 6/2011

SUBSIDIARY LEGISLATION

EDUCATION (NATIONAL CURRICULUM) REGULATIONS

ARRANGEMENT OF REGULATIONS

Regulation

1. Citation.
2. Interpretation.
3. National Curriculum.
4. Curriculum and co-curricular materials.
5. Schedule, syllabus and timetables.
6. Alteration of schedule, syllabus and timetable.
7. Teachers to have available copies of approved syllabus and list of pupils for inspection.
8. Teachers' record books.
9. Schedule, syllabus etc. in language other than national language to be translated into national language.
10. Timetable to be exhibited.
11. Penalties.

FIRST SCHEDULE	—	PRE SCHOOL CURRICULUM
SECOND SCHEDULE	—	SUBJECTS IN LOWER PRIMARY CURRICULUM (Primary I - III)
THIRD SCHEDULE	—	SUBJECTS IN UPPER PRIMARY CURRICULUM (Primary IV - VI)
FOURTH SCHEDULE	—	SUBJECTS IN LOWER SECONDARY CURRICULUM (LEVEL I)
FIFTH SCHEDULE	—	SUBJECTS IN LOWER SECONDARY CURRICULUM (LEVEL II)
SIXTH SCHEDULE	—	SUBJECTS IN UPPER SECONDARY CURRICULUM
SEVENTH SCHEDULE	—	SUBJECTS IN UPPER SECONDARY CURRICULUM ('N' Level/Brunei Darussalam Certificate of Secondary Education)
EIGHTH SCHEDULE	—	SUBJECTS IN SIXTH FORM/PRE UNIVERSITY CURRICULUM ('A' Level)

LAWS OF BRUNEI

2 CAP. 210, Rg 10

Education

[Subsidiary]

NINTH SCHEDULE	—	WEEKLY PERIOD ALLOCATION FOR PRIMARY CURRICULUM
TENTH SCHEDULE	—	WEEKLY PERIOD ALLOCATION FOR LOWER SECONDARY CURRICULUM
ELEVENTH SCHEDULE		WEEKLY PERIOD ALLOCATION FOR UPPER SECONDARY CURRICULUM (‘O’ Level)
TWELFTH SCHEDULE	—	WEEKLY PERIOD ALLOCATION FOR SIXTH FORM/PRE UNIVERSITY CURRICULUM (‘A’ Level)

SUBSIDIARY LEGISLATION

Regulations made under section 128

EDUCATION (NATIONAL CURRICULUM) REGULATIONS

Commencement: 24th January 2004

Citation.

1. These Regulations may be cited as the Education (National Curriculum) Regulations.

Interpretation.

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

“approved syllabus” means a syllabus approved by the Minister;

“approved timetable” means a timetable approved by the Minister;

“compulsory subjects” means all the subjects set out in the Schedules, other than the core subjects, that must be taught in government and private schools;

“core subjects” means the subjects set out in the Schedules that must be taught in government and private schools;

“co-curricular activity” means any planned activity extended from the classroom teaching and learning processes that provides pupils with an opportunity to enhance, reinforce and practice the knowledge, skills and values gained in the classroom;

“curriculum materials” means all materials such as textbooks, workbooks and teaching aids used in the teaching of pupils;

“elective subjects” means the subjects set out in the Schedules that are chosen by pupils in government and private secondary schools according to their interest, talent, ability and potential;

“lower primary” means year one to year three of primary school;

“subject” means a specified teaching and learning area;

“syllabus” means a statement of matters to be taught to pupils in schools throughout the schooling year or any period as specified within that academic year;

“timetable” means a statement on the subjects to be taught to pupils on each school day of a school term with which is specified the periods and time

LAWS OF BRUNEI

4 CAP. 210, Rg 10

Education

[Subsidiary]

allocation during which the subjects will be taught and the names of the teachers who would be teaching the subjects.

National Curriculum.

3. (1) The National Curriculum is an educational programme that includes curriculum and co-curricular activities which encompasses all the knowledge, skills, norms, values, cultural elements and beliefs to help develop a pupil fully with respect to the physical, spiritual, mental and emotional aspects as well as to inculcate and develop desirable moral values and to transmit knowledge.

(2) The curriculum for government and private schools will comprise the following subjects as set out in the Schedules —

- (a) the core subjects;
- (b) the compulsory subjects;
- (c) the elective subjects;
- (d) the subjects for Brunei Cambridge G.C.E. 'O' Level and 'A' Level;
- (e) the subjects for the Brunei Darussalam Certificate of Secondary Education or the 'N' Level.

(3) Co-curricular activities in government and private schools will comprise of the following —

- (a) participation in sports and games;
- (b) participation in societies and clubs;
- (c) participation in uniformed bodies; and
- (d) such other activities as determined by the Minister.

(4) The weekly minimum period allocation for the subjects taught under the curriculum for government and private schools shall be as set out in the Schedules.

Curriculum and co-curricular materials.

4. (1) The Minister may prescribe the appropriate materials including basic textbooks and workbooks for the teaching and learning of the curriculum and co-curricular activities in government and private schools.

(2) All textbooks, workbooks and other materials used in teaching and learning shall be made available by the head teacher or principal for inspection by the Registrar General or the Director of Schools Inspectorate or by an inspector of schools.

(3) A head teacher or principal of a school shall at all times have a list of curriculum materials used by the school ready for inspection by the Registrar General.

Schedule, syllabus and timetables.

5. (1) A head teacher or principal of a school shall have immediately available for inspection by the Registrar General a schedule of all the subjects taught in the school and the syllabuses for all the subjects.

(2) A head teacher or principal of a school, except a correspondence school or distance education centre, shall have immediately available for inspection by the Registrar General the timetable for the current school terms.

(3) The Registrar General may require the head teacher or principal, by a notice in writing, to submit a copy of the schedule of all the subjects taught in the school, syllabus and timetable, within 14 days from the date of receipt of the notice.

Alteration of schedule, syllabus and timetable.

6. Subject to regulation 3(4), the Registrar General may alter or amend a schedule of all the subjects taught in a school, syllabus or timetable and the amended or altered schedule, syllabus or timetable shall apply to the school.

Teachers to have available copies of approved syllabus and list of pupils for inspection.

7. A teacher in a school shall have immediately available for inspection by the Registrar General copies of the approved syllabus pertaining to the subjects taught and a list of the pupils under his responsibility.

Teachers' record books.

8. A teacher in a school, except a correspondence school or a distance education centre, shall keep and maintain a record book in which shall be recorded by him not later than the last school day of each week of a school term, the part or parts of the approved syllabus to be taught in the following week in respect of a subject, and the record book shall be immediately available for inspection by the Registrar General.

Schedule, syllabus etc. in language other than national language to be translated into national language.

9. If any schedule, syllabus, timetable or entry in a teacher's record book, or any copy of it required under regulation 6,7 or 8 to be submitted or to be made available for inspection by the Registrar General, is prepared in a language other than the national language, a head teacher or principal shall submit or make available for inspection the

LAWS OF BRUNEI

6 CAP. 210, Rg 10

Education

[Subsidiary]

schedule, syllabus, timetable or entry in the teacher's record book, or the copy of it in the national language within 30 days from being directed by the Registrar General.

Timetable to be exhibited.

10. A head teacher or principal of a school shall exhibit a copy of the school timetable for the current school terms signed by him in a conspicuous place in the school.

Penalties.

11. (1) A teacher shall each in accordance with an approved syllabus and an approved timetable and any teacher who teaches pupils or any person who permits a teacher to teach pupils otherwise than in accordance with the approved syllabus or the approved timetable is guilty of an offence and liable on conviction to a fine not exceeding \$10,000, imprisonment for a term not exceeding 6 months or both.

(2) A head teacher, principal or teacher who contravenes regulations 5, 7 and 8 is guilty of an offence and liable on conviction to a fine not exceeding \$5,000, imprisonment for a term not exceeding 6 months or both.

FIRST SCHEDULE

(regulation 2)

PRE SCHOOL CURRICULUM

The curriculum is based on an integrated approach in the teaching of language, mathematics, skills, courteous behaviour and basic Islamic knowledge, as well as development of physical, aesthetic and creativity.

The basic skills are integrated through informal teaching methods which are mainly activity-based. There will be no fixed timetable in the teaching and learning process within or outside the classroom.

The Malay language shall be the main medium of instruction but English may be used wherever appropriate.

SECOND SCHEDULE

(regulation 2)

SUBJECTS IN LOWER PRIMARY CURRICULUM

(Primary I — III)

- (a) Bahasa Melayu
- (b) English Language
- (c) Matematik
- (d) Pengetahuan Tempatan
- (e) Pendidikan Islam
- (f) Pendidikan Jasmani
- (g) Lukisan dan Kerja Tangan
- (h) Sivik

LAWS OF BRUNEI

8 CAP. 210, Rg 10

Education

[Subsidiary]

THIRD SCHEDULE

(regulation 2)

SUBJECTS IN UPPER PRIMARY CURRICULUM

(Primary IV — VI)

- (a) Bahasa Melayu
- (b) English Language
- (c) Mathematics
- (d) Science
- (e) Geography
- (f) Sejarah
- (g) Pendidikan Islam
- (h) Pendidikan Jasmani
- (i) Lukisan dan Kerja Tangan
- (j) Sivik

FOURTH SCHEDULE

(regulation 2)

SUBJECTS IN LOWER SECONDARY CURRICULUM

(LEVEL I)

Core Subjects

- (a) Bahasa Melayu
- (b) English Language
- (c) Matematik
- (d) Science
- (e) Geography
- (f) History
- (g) Pendidikan Islam

Compulsory Non-Examination Subjects

- (a) Melayu Islam Beraja
- (b) Pendidikan Jasmani

Elective Subjects (subject to availability)

- (a) Computer Studies
- (b) Agriculture
- (c) Home Science
- (d) Commercial Studies
- (e) Woodwork
- (f) Metalwork
- (g) Technical Drawing
- (h) Lukisan dan Kerja Tangan
- (i) A Third Language
 - Arab
 - Chinese
 - French
- (j) Design and Technology

LAWS OF BRUNEI

10 CAP. 210, Rg 10

Education

[Subsidiary]

FIFTH SCHEDULE

(regulation 2)

SUBJECTS IN LOWER SECONDARY CURRICULUM

(LEVEL II)

Core Subject

- (a) Bahasa Melayu
- (b) English Language
- (c) Pendidikan Islam
- (d) Matematik
- (e) Science
- (f) Geography/Social Studies

Compulsory Non-Examination Subjects

- (a) Melayu Islam Beraja
- (b) Pendidikan Jasmani

Elective Subjects (subject to availability)

- (a) Lukisan dan Kerja Tangan
- (b) Agriculture
- (c) Home Science
- (d) Commerce
- (e) Technical Drawing
- (f) Metalwork
- (g) Woodwork

SIXTH SCHEDULE

(regulation 2)

SUBJECTS IN UPPER SECONDARY CURRICULUM

Core Subjects

- (a) Bahasa Melayu
- (b) English Language
- (c) Mathematics
- (d) Any Science subject according to streams
- (e) Melayu Islam Beraja

Elective Subjects for Arts Stream (subject to availability and not more than 4 subjects)

- (a) Geography
- (b) History
- (c) English Literature
- (d) Economics
- (e) Principles of Accounts
- (f) Commerce/Commercial Studies
- (g) Science/Combined Science/Biology
- (h) Food and Nutrition
- (i) Home Management
- (j) Fashion and Fabrics
- (k) Malay Literature
- (l) Art
- (m) Pendidikan Islam
- (n) Third Language

Elective Subjects for Science Stream (not more than 4 subjects)

- (a) Physics
- (b) Chemistry
- (c) Biology

LAWS OF BRUNEI

12 CAP. 210, Rg 10

Education

[Subsidiary]

SIXTH SCHEDULE — (*continued*)

- (d) Additional Mathematics
- (e) Geography
- (f) Economics/Principles of Accounts

Elective Subjects for Vocational/Technical Stream (not more than 4 subjects)

- (a) Engineering Science/Physics
- (b) Agricultural Science
- (c) Food and Nutrition
- (d) Woodwork/Metalwork, Design & Technology
- (e) Geometrical & Mechanical Drawing/Geometrical and Building Drawing
- (f) Fashion & Fabrics
- (g) Home Science
- (h) Geography
- (i) Commerce
- (j) Principle of Accounts
- (k) Pendidikan Islam
- (l) Malay Literature
- (m) Art

SEVENTH SCHEDULE

(regulation 2)

SUBJECTS IN UPPER SECONDARY CURRICULUM

(‘N’ Level/Brunei Darussalam Certificate of Secondary Education)

Core Subjects

- (a) Bahasa Melayu
- (b) English Language
- (c) Mathematics

Elective Subjects (Not more than 3 subject to be chosen from the list)

- (a) Pendidikan Islam
- (b) Geography
- (c) History
- (d) Art
- (e) Food and Nutrition
- (f) Commerce
- (g) Principles of Accounts

LAWS OF BRUNEI

14 CAP. 210, Rg 10

Education

[Subsidiary]

EIGHTH SCHEDULE

(regulation 2)

SUBJECTS IN SIXTH FORM/PRE UNIVERSITY CURRICULUM

('A' Level)

Core Subjects

- (a) General Paper

Elective Subjects (Any 3 subjects from the list below)

- (a) Bahasa Melayu
- (b) English Language
- (c) Pure Mathematics
- (d) Mathematics
- (e) Arabic Language
- (f) Accounting
- (g) Malay Literature
- (h) Economics and Public Affairs
- (i) Geography
- (j) History
- (k) Biology
- (l) Physics
- (m) Chemistry
- (n) Art
- (o) Syariah
- (p) Usuluddin
- (q) Pendidikan Islam
- (r) Computer Science
- (s) Economics
- (t) Management of Business
- (u) Sociology

NINTH SCHEDULE

(regulation 3(4))

WEEKLY PERIOD ALLOCATION FOR PRIMARY CURRICULUM

Pre Schools

There is no fixed timetable in the teaching and learning process within and outside the classroom since the approach is integrated and activity-based.

Weekly period allocation for lower primary level and medium of instruction.

No.	Subject	Periods per week	Language medium
1.	Bahasa Melayu	10 periods	Malay
2.	English Language	10 periods	English
3.	Matematik	12 periods	Malay
4.	Pengetahuan Tempatan	4 periods	Malay
5.	Pendidikan Islam	3 periods	Malay
6.	Pendidikan Jasmani	2 periods	Malay
7.	Lukisan dan Kerja Tangan	2 periods	Malay
8.	Sivik	2 periods	Malay

Weekly period allocation for upper primary level and medium of instruction.

No.	Subject	Periods per week	Language medium
1.	Bahasa Melayu	10 periods	Malay
2.	English Language	10 periods	English
3.	Mathematics	10 periods	English
4.	Science	3 periods	English
5.	Sejarah	2 periods	Malay
6.	Geography	2 periods	English
7.	Pendidikan Islam	2 periods	Malay
8.	Pendidikan Jasmani	2 periods	Malay
9.	Lukisan dan Kerja Tangan	2 periods	Malay
10.	Sivik	1 period	Malay

LAWS OF BRUNEI

16 CAP. 210, Rg 10

Education

[Subsidiary]

TENTH SCHEDULE

(regulation 3(4))

WEEKLY PERIOD ALLOCATION FOR LOWER SECONDARY CURRICULUM

(LEVEL I)

Core Subjects

No.	Subject	Periods per week	Language medium
1.	Bahasa Melayu	4 periods	Malay
2.	English Language	7 - 8 periods	English
3.	Mathematics	6 periods	English
4.	Science	6 periods	English
5.	History	3 periods	English
6.	Geography	4 periods	English
7.	Pendidikan Islam	3 periods	Malay

Compulsory Non-Examination Subjects

No.	Subject	Periods per week	Language medium
1.	Melayu Islam Beraja	2 periods	Malay
2.	Pendidikan Jasmani	2 periods	Malay

Elective Subjects

No.	Subjects	Periods per week	Language medium
1.	Computer Studies	3 periods	English
2.	Agriculture	3 periods	English
3.	Home Science	3 periods	English
4.	Lukisan dan Kerja Tangan	3 periods	Malay
5.	Commercial Studies	3 periods	English
6.	Third Language: — Arabic — French — Mandarin	3 periods	Specific Language

TENTH SCHEDULE — (continued)

WEEKLY PERIOD ALLOCATION FOR LOWER SECONDARY CURRICULUM

(LEVEL II)

Core Subjects

No.	Subjects	Periods per week	Language medium
1.	Bahasa Melayu	4 periods	Malay
2.	English Language	7 periods	English
3.	Pendidikan Islam	3 periods	Malay
4.	Matematik	6 periods	Malay
5.	Science	5 periods	English
6.	Geography	3 periods	English

Compulsory Non-Examination Subjects

No.	Subjects	Periods per week	Language medium
1.	Melayu Islam Beraja	2 periods	Malay
2.	Pendidikan Jasmani	2 periods	Malay

Elective Subjects

No.	Subjects	Periods per week	Language medium
1.	Agriculture	4 - 5 periods	English/Malay
2.	Home Science	4 - 5 periods	English/Malay
3.	Commerce	4 periods	English/Malay
4.	Technical Drawing	4 - 5 periods	English/Malay
5.	Metalwork	4 - 5 periods	English/Malay
6.	Woodwork	4 - 5 periods	English/Malay
7.	Lukisan dan Kerja Tangan	4 periods	English/Malay

LAWS OF BRUNEI

18 CAP. 210, Rg 10

Education

[Subsidiary]

ELEVENTH SCHEDULE

(regulation 3(4))

WEEKLY PERIOD ALLOCATION FOR UPPER SECONDARY CURRICULUM

('O' Level)

No.	Core Subjects	Periods per week	Language medium
1.	Bahasa Melayu	4 - 5 periods	Malay
2.	English Language	6 - 8 periods	English
3.	Mathematics	6 periods	English
4.	Science	5 - 7 periods	English
5.	Melayu Islam Beraja	2 periods	Malay

Arts Stream

No.	Elective Subjects	Periods per week	Language medium
1.	Geography	4 - 6 periods	English
2.	History	4 - 6 periods	English
3.	English Literature	4 - 6 periods	English
4.	Economics	4 - 6 periods	English
5.	Principles of Accounts	4 - 6 periods	English
6.	Commerce/Commercial Studies	4 - 6 periods	English
7.	Science/Integrated Science/ Combined Science/Biology/Food & Nutrition	5 - 7 periods	English
8.	Home Management	4 - 5 periods	English
9.	Fashion and Fabrics	4 - 6 periods	English
10.	Kesusasteraan Melayu/Art & Craft	4 - 6 periods	Malay
11.	Pendidikan Islam	4 - 5 periods	English
12.	Third Language	4 - 5 periods	Specific Language

Science Stream

No.	Elective Subjects	Periods per week	Language medium
1.	Physics	5 - 6 periods	English
2.	Chemistry	5 - 6 periods	English
3.	Biology	5 - 6 periods	English
4.	Additional Mathematics	4 - 6 periods	English
5.	Geography	4 - 6 periods	English

LAWS OF BRUNEI

Education

CAP. 210, Rg 10 19

[Subsidiary]

ELEVENTH SCHEDULE — *(continued)*

6.	Economics/Principles of Accounts	4 - 6 periods	English
7.	History	4 - 6 periods	English
8.	English Literature	4 - 5 periods	English
9.	Kesusasteraan Melayu	4 - 5 periods	Malay
10.	Pendidikan Islam	4 - 5 periods	Malay
11.	Art & Craft	4 - 5 periods	Malay
12.	Third Language	4 - 5 periods	Specific Language

Brunei Darussalam Certificate of Secondary Education/'N'Level

No.	Core Subjects	Periods per week	Language medium
1.	Bahasa Melayu	4 - 5 periods	Malay
2.	English Language	6 - 8 periods	English
3.	Mathematics	6 - 8 periods	English
4.	Science	5 - 8 periods	English

No.	Elective Subjects	Periods per week	Language medium
1.	Pendidikan Islam	4 - 5 periods	Malay
2.	Geography	4 - 6 periods	English
3.	History	4 - 6 periods	English
4.	Art & Craft	4 - 6 periods	English
5.	Food and Nutrition	4 - 6 periods	English
6.	Commerce	4 - 6 periods	English
7.	Principles of Accounts	4 - 6 periods	English

LAWS OF BRUNEI

20 **CAP. 210, Rg 10**

Education

TWELFTH SCHEDULE

(regulation 3(4))

WEEKLY PERIODS ALLOCATION FOR SIXTH FORM/PRE UNIVERSITY CURRICULUM

(‘A’ Level)

No.	Compulsory Subjects	Periods per week	Language medium
1.	General Paper	4 - 5 periods	English
No.	Elective Subjects (3 — 4 subjects)	Periods per week	Language medium
1.	Bahasa Melayu	8 periods	Malay
2.	English Language	5 periods	English
3.	Pure Mathematics	6 periods	English
4.	Mathematics	6 periods	English
5.	Accounting	5 periods	English
6.	Economics and Public Affairs	5 periods	English
7.	Geography	5 periods	English
8.	History	5 periods	English
9.	Biology	6 periods	English
10.	Physics	6 periods	English
11.	Chemistry	6 periods	English
12.	Economics	5 periods	English
13.	Art	5 periods	English
14.	Pendidikan Islam	6 periods	Malay
15.	Third Language	5 periods	Specific Language
16.	Syariah	6 periods	Malay
17.	Usuluddin	6 periods	Malay
18.	Sociology	6 periods	English
19.	Management of Business	6 periods	English
20.	Computer Science		English

**EDUCATION ACT
(CHAPTER 210)
EDUCATION (REGISTRATION OF TEACHERS)
REGULATIONS**

S 12/04

REVISED EDITION 2011

B.L.R.O. 6/2011

SUBSIDIARY LEGISLATION

EDUCATION (REGISTRATION OF TEACHERS) REGULATIONS

ARRANGEMENT OF REGULATIONS

Regulations

1. Citation.
2. Interpretation.
3. Register of teachers.
4. Application for registration.
5. Registration.
6. Refusal of registration.
7. Revocation of registration.
8. Permit to teach.
9. Application for permit to teach.
10. Issue of permit to teach.
11. Keeping permit to teach.
12. Extension of validity and renewal of permit to teach.
13. Changes in particulars.
14. Permits deemed to be cancelled in certain cases.
15. Service of notices.
16. Information to be supplied to Registrar General.
17. Alterations on certificates and permits.
18. Replacement of certificates of registration or permits to teach.

FIRST SCHEDULE — FEES
SECOND SCHEDULE — FORMS

SUBSIDIARY LEGISLATION

Regulations made under section 128

EDUCATION (REGISTRATION OF TEACHERS) REGULATIONS

Commencement: 24th January 2004

Citation.

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

Interpretation.

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

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

“certificate” means certificate of registration;

“permit” means permit to teach issued under section 108;

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

Register of teachers.

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

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

Application for registration.

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

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

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

LAWS OF BRUNEI

4 CAP. 210, Rg 11

Education

[Subsidiary]

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

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

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

(f) the fee prescribed in the First Schedule.

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

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

Registration.

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

Refusal of registration.

6. (1) If upon receipt of an application made under the provisions of regulation 4 and after such inquiry as he considers necessary with respect thereto the Registrar General is satisfied that such application is not made in the manner prescribed he may refuse to register the applicant on the ground specified in section 102(g).

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

Revocation of registration.

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

Permit to teach.

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

Application for permit to teach.

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

- (a) 3 passport size coloured photographs;
- (b) a certified copy of the birth certificate of the applicant;
- (c) a certified copy of the identity card or passport of the applicant;
- (d) certified copies of academic qualifications or professional qualifications;
- (e) a medical certificate issued by a government medical practitioner certifying that the applicant is free from any physical or mental disability or disease which may affect the applicant in the performance of his duties as a teacher or stating any disability or disease and to what extent it will affect the applicant in the performance of his duties;
- (f) a certified copy of the work permit issued by the Department of Labour and which is still valid, if the applicant is not a citizen of Brunei Darussalam; and
- (g) the fee prescribed in the First Schedule.

Issue of permit to teach.

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

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

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

- (b) the educational institution or institutions in which a permit holder shall be permitted to teach;
- (c) the subject or matters on which the permit holder shall be permitted to give instruction;

LAWS OF BRUNEI

6 CAP. 210, Rg 11

Education

[Subsidiary]

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

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

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

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

Keeping permit to teach.

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

Extension of validity and renewal of permit to teach.

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

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

(3) Where the Registrar General receives an application under sub-regulation (1), sub-regulations 10(2) and (3) shall apply *mutatis mutandis*.

Changes in particulars.

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

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

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

Permits deemed to be cancelled in certain cases.

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

Service of notices.

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

Information to be supplied to Registrar General.

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

(2) A teacher who has filed an application for registration or a registered teacher shall submit a report in triplicate to the Registrar General specifying any change as respects his academic qualifications occurring subsequent to the filing of his application for registration and when any additional such qualification is reported there shall be filed appropriate documents substantiating the same.

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

Alterations on certificates and permits.

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

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

Replacement of certificates of registration or permits to teach.

18. (1) The Registrar General may issue to a registered teacher or to the holder of a permit to teach on payment of the fee prescribed in the First Schedule a replacement certificate of registration or a replacement permit to teach *in lieu* of a certificate of registration or permit to teach which has been lost, destroyed, defaced or which for any

LAWS OF BRUNEI

8 CAP. 210, Rg 11

Education

[Subsidiary]

other reason the Registrar General shall deem sufficient requires to be replaced on receipt of an application in Form I of the Second Schedule.

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

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

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

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

FIRST SCHEDULE

(regulations 4, 9 and 18)

FEES

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

SECOND SCHEDULE

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

FORMS

FORM A

FORM OF REGISTER

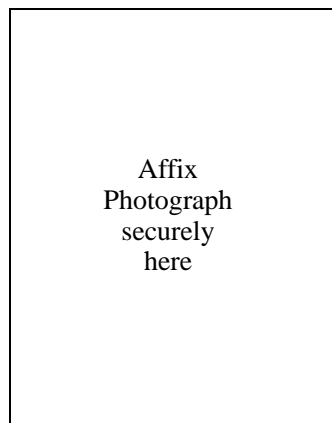
Register No.:

Full name:
.....

Other names:
.....

Certificate of Registration/Permit to Teach No.:
.....

Home address in Brunei Darussalam:
.....
.....
.....



LAWS OF BRUNEI

10 CAP. 210, Rg 11

Education

[Subsidiary]

SECOND SCHEDULE

FORM A — (continued)

Name and address of educational institution:

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

Position:

Date of Birth: Identity Card no.: Colour:

Place of birth:

Country: State/District*

Citizenship:.....

Passport No.: Place of issue:

Date of issue: Date of expiry:

Academic qualification

Professional qualification

1.

1.

2.

2.

Subject qualified to teach

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

.....
(Date)

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

Restriction if any imposed under section 105(2)

*Delete where inapplicable

SECOND SCHEDULE

FORM A — (continued)

FOR OFFICIAL USE ONLY

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

Initials:

Date:

LAWS OF BRUNEI

12 CAP. 210, Rg 11

Education

[Subsidiary]

SECOND SCHEDULE — (continued)

FORM B

APPLICATION FOR REGISTRATION AS TEACHER

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

Photograph
of
Applicant

Sir,

1. I herewith submit particulars of myself as under and request you to register me as a teacher.
2. Enclosed herewith —
 - (a) 3 copies of application forms
 - (b) 3 copies of my photograph with the signature of the principal or headmaster at the back.
 - (c) An application fee of \$100.00 in —

Cash

Cheque no.:

Bank:

(Name of bank)

.....
(Signature of applicant)

(Date)

Full name:

Identity Card no.: Colour:

Passport no.:

SECOND SCHEDULE

FORM B — (continued)

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

1. Personal particulars:
 - (a) Name in full:
 - (b) Date of birth:
 - (c) Place of birth:
 - (d) Sex:
 - (e) Religion:
 - (f) Nationality:
 - (g) Race:
 - (h) Marital status:
 - (i) Number of children:
2. Identity Card:
 - (a) Brunei Identity Card no.: Colour:
 - (b) Other identity card (if any):
3. Passport:
 - (a) Passport no.:
 - (b) Date of issue:
 - (c) Date of expiry:
 - (d) Place of issue:
4. Spouse:
 - (a) Name:
 - (b) Passport no.: Identity Card no.:
 - (c) Nationality:
 - (d) Occupation:
5. Father's name in full:
6. Date of first entry to Brunei Darussalam:
7. (a) Home address in Brunei Darussalam:
.....
.....
.....
.....

LAWS OF BRUNEI

14 CAP. 210, Rg 11

Education

[Subsidiary]

SECOND SCHEDULE

FORM B — *(continued)*

(b) Home address in country of domicile:

.....
.....

8. Particulars of academic qualification:

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

9. Particulars of professional qualification:

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

10. Particulars of other qualifications, if any:

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

SECOND SCHEDULE

FORM B — (continued)

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

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

	Present employment			

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

.....

13. Position sought:

14. Proposed duration of employment:

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

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

LAWS OF BRUNEI

16 CAP. 210, Rg 11

Education

[Subsidiary]

SECOND SCHEDULE

FORM B — (continued)

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

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

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

in
(Name of town in Brunei Darussalam)

.....
(Date)

.....
(Signature of applicant)

PART II — DECLARATION

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

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

with effect from
.....
(Date)

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

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

Name:

Identity Card no.: Colour:

Passport no.:

SECOND SCHEDULE

FORM B — (continued)

PART III — FOR OFFICIAL USE ONLY

20. Decision of the Registrar General

Approved

(a) Permit no.:

(b) Date of issue: Expiry date:

(c) Certificate of Registration no.:

(d) Date:

(e) Subjects approved

(i) (iv)

(ii) (v)

(iii) (vi)

(f) Medium of instruction:

(g) Educational institution:
(Name and address of educational institution)

.....
.....

Not Approved

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

.....
(Date)

* Delete where not applicable

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

LAWS OF BRUNEI

18 CAP. 210, Rg 11

Education

[Subsidiary]

SECOND SCHEDULE — (continued)

Serial No. :

FORM C

CERTIFICATE OF REGISTRATION AS TEACHER

Date of issue

No.:

This is to certify that

.....
has been registered as a teacher under section 105(1) of the Education Act
(Chapter 210). This certificate is valid for teaching in

.....
(Name of educational institution)

at

.....
(Address of educational institution)

through the medium of in the following
subjects:

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

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

.....
(Date)

LAWS OF BRUNEI

Education

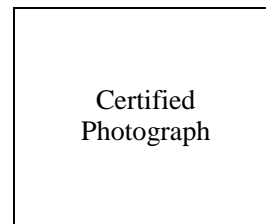
CAP. 210, Rg 11 19

[Subsidiary]

SECOND SCHEDULE

FORM C — (continued)

PARTICULARS OF THE HOLDER



Passport no. : Date of expiry.:

Identity Card no.:Colour:

Identity Card no. of country of origin: Colour:

Nationality: Race: Religion:

Date of birth: Place of birth: Sex:

Home address in country of domicile:

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

Home address in Brunei Darussalam:

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

Academic qualification:

Professional qualification:

APPOINTMENTS HELD

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

Notice :

The attention of the holder of the Certificate is drawn to the Education Act (Chapter 210) in particular sections 106, 109 and 110.

LAWS OF BRUNEI

20 CAP. 210, Rg 11

Education

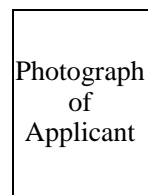
[Subsidiary]

SECOND SCHEDULE — (continued)

FORM D

APPLICATION FOR PERMIT TO TEACH

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



Sir,

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

Cash

Cheque no.:

Bank:

(Name of bank)

.....
(Signature of applicant)

(Date)

LAWS OF BRUNEI

Education

CAP. 210, Rg 11 21

[Subsidiary]

SECOND SCHEDULE

FORM D — *(continued)*

Full name:

Identity Card no.: Colour:

Passport no.:

(* Delete where appropriate)

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

1. Personal particulars:
 - (a) Full name:
 - (b) Date of birth:
 - (c) Place of birth: Birth Certificate no.:
 - (d) Sex:
 - (e) Marital status:
 - (f) Religion:
 - (g) Nationality: Race:
 - (h) Identity Card no. and colour: Date of issue:
 - (i) Passport no./Place of issue:
 - (j) Date of issue/expiry of passport:

LAWS OF BRUNEI

22 CAP. 210, Rg 11

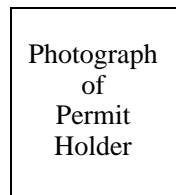
Education

[Subsidiary]

SECOND SCHEDULE — (continued)

FORM E

PERMIT TO TEACH



Date of issue

No.:

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

is hereby authorized to teach the subjects listed below in
at

.....
(Address of educational institution)

.....
This permit expires on the day of 20.....

Subjects, medium of instruction and level:

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

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

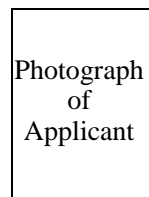
.....
(Date)

SECOND SCHEDULE — (continued)

FORM F

APPLICATION FOR EXTENSION OF PERIOD OF PERMIT TO TEACH

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



1. I seek to apply for an extension of period of a permit to teach in an educational institution.
2. Enclosed herewith —
 - (a) a certified copy of a permit to teach;
 - (b) a certified copy of work permit if relevant;
 - (c) the prescribed fee of \$50.00 in

Cash

Cheque no.:

Bank:
(Name of bank)

.....
(Signature of applicant)

Full name:

Identity Card no./Passport no.:

Date:

LAWS OF BRUNEI

24 CAP. 210, Rg 11

Education

[Subsidiary]

SECOND SCHEDULE

FORM F — (continued)

PART I

TO BE FILLED BY APPLICANT

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

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

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

.....
(Signature of applicant)

.....
(Date)

LAWS OF BRUNEI

Education

CAP. 210, Rg 11 25

[Subsidiary]

SECOND SCHEDULE

FORM F — *(continued)*

PART II

TO BE FILLED BY REGISTRAR GENERAL

Decision of Registrar General:

Approved

Extension period

Not approved

Official stamp

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

.....
(Date)

FOR OFFICE USE

APPLICATION APPROVED

Changes made on:

Signature of officer:

Date:

LAWS OF BRUNEI

26 CAP. 210, Rg 11

Education

[Subsidiary]

SECOND SCHEDULE — (continued)

FORM G

APPLICATION TO CHANGE PARTICULARS IN PERMIT TO TEACH

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

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

.....
(Signature of applicant)

.....
(Date)

PART I

TO BE FILLED BY APPLICANT

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

LAWS OF BRUNEI

Education

CAP. 210, Rg 11 27

[Subsidiary]

SECOND SCHEDULE

FORM G — *(continued)*

Approval given	Changes applied		Reasons of change
	Subject	Level of study	

PART II

TO BE FILLED BY REGISTRAR GENERAL

Decision of Registrar General:

Approved

Not approved

.....
(Signature of Registrar General)

.....
(Date)

FOR OFFICE USE

APPLICATION APPROVED

Changes made on:

Signature of officer:

Date:

LAWS OF BRUNEI

28 CAP. 210, Rg 11

Education

[Subsidiary]

SECOND SCHEDULE — (continued)

FORM H

REPORT ON COMMENCEMENT OF TEACHING

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

I

.....
(Full name)

of

.....
(Address)

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

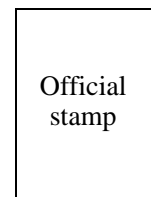
.....
(Name of the Educational Institution)

at

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

..... with effect from

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



.....
(Signature of Teacher)

.....
(Signature of Head Teacher/Principal)

.....
(Date)

.....
(Date)

LAWS OF BRUNEI

Education

CAP. 210, Rg 11 29

[Subsidiary]

SECOND SCHEDULE

FORM H — *(continued)*

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

NOTE

A registered teacher deemed to be registered is bound by virtue of section 104 of the Education Act (Chapter 210) within 14 days of commencing to be employed in a school to report the fact to the Registrar General.

FOR OFFICE USE ONLY

Date received by Registrar General:

LAWS OF BRUNEI

30 CAP. 210, Rg 11

Education

[Subsidiary]

SECOND SCHEDULE — (continued)

FORM I

REPORT ON CESSATION OF TEACHING EMPLOYMENT

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

I

.....
(Full name)

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

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

with effect from:

I attach herewith —

My Teacher's Registration Certificate no.*

Permit to Teach no.*

My future address until further notice will be



.....
(Signature of Teacher)

.....
(Signature of Head Teacher/Principal)

.....
(Date)

.....
(Date)

NOTE

A registered teacher deemed to be registered is bound by virtue of the Education Act (Chapter 210) within 14 days of ceasing to be employed at a school to report the fact to the Registrar General.

* Delete where not applicable

SECOND SCHEDULE — (continued)

FORM J

APPLICATION FOR REPLACEMENT OF
CERTIFICATE OF REGISTRATION/PERMIT TO TEACH

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

Sir

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

Lost

Destroyed

Defaced

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

2. Enclosed herewith —

(a) Statutory Declaration of loss/destruction

(b) Certificate of Registration/Permit to Teach*/ No.
which has been defaced.

(c) Receipt of payment for lost/defaced/destroyed* Certificate of Registration/
Permit to Teach*

(d) Application fee of \$50.00 in —

Cash

Cheque no.: Name of bank:

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

LAWS OF BRUNEI

32 CAP. 210, Rg 11

Education

[Subsidiary]

SECOND SCHEDULE

FORM J — *(continued)*

Full name:

Address:

Identity Card no.: Colour:

Passport no.:

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

**EDUCATION ACT
(CHAPTER 210)
EDUCATION (INSTRUMENT OF GOVERNMENT)
REGULATIONS**

S 13/04

REVISED EDITION 2011

B.L.R.O. 6/2011

SUBSIDIARY LEGISLATION

EDUCATION (INSTRUMENT OF GOVERNMENT) REGULATIONS

ARRANGEMENT OF REGULATIONS

Regulation

1. Citation.
2. Interpretation.
3. Application.
4. Main provisions of instrument of government.
5. Normal manner of making instruments.
6. Normal manner of amending instruments.
7. Making of amendment of instruments in cases of default.

SCHEDULE — CONSTITUTION OF BOARD OF GOVERNORS OF
EDUCATIONAL INSTITUTIONS

SUBSIDIARY LEGISLATION

Regulations made under section 128

EDUCATION (INSTRUMENT OF GOVERNMENT) REGULATIONS

Commencement: 24th January 2004

Citation.

1. These Regulations may be cited as the Education (Instrument of Government) Regulations.

Interpretation.

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

“chairman” means the chairman of the board of governors of an educational institution and includes an intended chairman, governor or person or the one being responsible for the management of an educational institution.

Application.

3. Nothing in these Regulations shall apply to an educational institution exempted by section 3 from the provision of section 66(1) and “educational institution” in these Regulations shall accordingly not include an institution so exempted.

Main provisions of instrument of government.

4. (1) The instrument of government shall, unless the Registrar General otherwise directs —

(a) provide for the constitution of a board of governors at stated periods;

(b) define the powers and duties of governors;

(c) specify the times and places at which meetings of the board of governors shall be held and provide for voting and procedure at meetings, the keeping of minutes and records thereof and any *quorum* which may be required;

(d) define the powers and duties of the head teacher or principal;

(e) provide for the holding and administration of the property of the educational institution, the collection, banking and administration of its revenue and the proper keeping and audit of its accounts; and

LAWS OF BRUNEI

4 CAP. 210, Rg 12

Education

[Subsidiary]

(f) provide for such matters in relation to the management of the educational institution and administration of the property and revenue of the educational institution as the Registrar General may specify.

(2) The provisions of the instrument shall include the provisions required by the Schedule or provisions substantially to the same effect.

Normal manner of making instruments.

5. (1) Where an instrument is required for an educational institution, the chairman shall submit a draft instrument to the Registrar General.

(2) The draft instrument shall be in a form approved by the Minister and shall be prepared in consultation with the Registrar General, who shall give any necessary advice as to the provisions required to be included in it or necessary to secure its approval.

(3) The Registrar General shall satisfy himself that any draft instrument submitted to him is in proper form and that the requirements of section 67 will be complied with if effect is given to the draft.

(4) If the Registrar General is so satisfied, he shall return the draft instrument to the chairman with a certificate endorsed on it to the effect that the requirements of these Regulations have been complied with.

(5) Upon the draft instrument being so returned to the chairman or from any later date specified therein, it shall have effect as the instrument of the educational institution and any previous instrument shall thereby be cancelled.

Normal manner of amending instruments.

6. (1) An instrument may be amended by means of a new instrument cancelling the old instrument and reproducing it with the required amendments or by means of a supplementary instrument.

(2) Regulations 4 and 5 shall apply to any such new or supplementary instrument, but in the case of a supplementary instrument they shall apply with the modification that under regulation 5(5) the old instrument and the supplementary instrument shall be read as one and together have effect as the instrument of the educational institution.

Making of amendment of instruments in cases of default.

7. (1) Where an educational institution has no instrument or the instrument of an educational institution needs amending to comply with the requirements of section 66 or with those of some other written law, and the chairman does not within the period specified in sub-regulation (3) submit a draft to the Registrar General in accordance with regulation 5 or 6, as the case may be, then the Registrar General may serve notice

on the chairman that a draft of the instrument or of the amendments, as the case may be, should be submitted to the Registrar General.

(2) If upon expiry of 14 days from the service of such a notice the chairman does not submit the required draft in accordance with regulation 5 or 6, it shall be presumed that the chairman does not wish to comply with the requirement of the notice served under sub-regulation (1), and the Minister may exercise his power to dismiss the chairman and give direction that a new chairman be appointed.

(3) The period referred to in sub-regulation (1) is —

(a) in the case of instrument for an educational institution not having one, the period of 6 months from the commencement of these Regulations or the period of 3 months from the making under section 75(2) of an application for the institution to be registered, whichever period last expires, or such longer period as the Minister may permit; and

(b) in the case of an amendment to the instrument of an educational institution, the period of one month from the date when the amendment becomes necessary in order that the instrument may comply with the requirements of section 66 or with those of some other written law.

LAWS OF BRUNEI

6 CAP. 210, Rg 12

Education

[Subsidiary]

SCHEDULE

(regulation 4)

CONSTITUTION OF BOARD OF GOVERNORS OF
EDUCATIONAL INSTITUTIONS

1. (1) The instrument shall provide for a member of the board to be chairman of it and shall either designate the chairman or state how he is to be appointed or elected.

(2) The instrument shall provide that the board appoints one of its members to be secretary of the board.

2. (1) The instrument shall provide for the members of the board to include —

(a) the members (if any) required by regulations made under the Act to be nominated by the Minister;

(b) one or more representatives of —

(i) former pupils if or as soon as there are a substantial number of full age;

(ii) parents of pupils;

(c) subject to any omission made with the approval of the Registrar General, one or more representatives of —

(i) any trustees of the educational institution;

(ii) any supporters of the educational institution;

(iii) any member of the body in whom is vested the title of the land on which the educational institution stands; and

(d) the head teacher or principal as an *ex-officio* member.

(2) The instrument shall (unless the composition of the board is such as to make express provision unnecessary) provide that none of the following shall be a member of the board —

(a) any member of the approved staff of the educational institution;

(b) except with the approval of the Registrar General in special circumstances, any other teacher;

(c) any officer of the Ministry;

(d) any person carrying on or having a substantial interest in any business in the course of which food, materials or equipment are supplied to the educational institution;

SCHEDULE — (continued)

(e) any person who conducts, teaches or preaches any other religious teachings and practices other than that of the Islamic religion.

(3) The instrument shall include provisions as to the term of office of members of the board.

3. (1) The instrument shall provide —

(a) for ordinary meetings of the board to be held once at least in every term; and

(b) for additional meetings to be held at any time if required either by the chairman or by notice in writing delivered to the secretary by any 3 members of the board.

(2) The instrument shall provide for meetings of the board to be convened by the secretary by giving to each member of the board not less than 14 days' written notice of the meeting setting out the agenda for the meeting, but may include provision as to the manner in which such notice is to be given.

(3) The instrument shall provide that at a meeting of the board no decision shall be taken on any matter not included in the agenda, unless the member presiding allows it to be taken on grounds of urgency, and that a decision so taken on grounds of urgency shall not be binding unless confirmed at the next meeting of the board.

4. (1) The instrument shall provide that at a meeting of the board no business other than the adjournment of the meeting shall be transacted in the absence of a *quorum* specified in the instrument, and shall —

(a) fix the *quorum* at a number not less than half the total number of members of the board; and

(b) require that one at least of the members nominated by the Minister (unless the board does not include any such member) shall be of the *quorum*.

(2) The instrument shall provide that at a meeting of the board every decision shall be taken by the votes of the members present at the meeting and except in the case of a decision to amend the instrument by a majority of those present and voting (the member presiding having a second or casting vote in the case of an equality of votes).

(3) The instrument shall provide for minutes of the proceedings of the board and of any committee or sub-committee thereof to be kept in a book.

(4) The instrument shall provide that a copy of the minutes of the proceedings of the board be submitted to the Registrar General not later than one month from the date of the meeting.

LAWS OF BRUNEI

8 CAP. 210, Rg 12

Education

[Subsidiary]

SCHEDULE — (*continued*)

5. The instrument shall provide that a decision to amend it shall not be taken unless —

(a) it is taken at a meeting specially convened for the purpose by not less than 3 months' notice specifying the proposed amendment; and

(b) it is supported by the votes of not less than two-thirds of the total number of members of the board.

6. The instrument shall provide that —

(a) any member of the board elected or appointed under the instrument shall cease to be a member if he is absent from 3 consecutive meetings of the board and does not satisfy the board that he had reasonable excuse; and

(b) the proceedings of the board shall not be invalidated by any vacancy on the board or by any defect in the election, appointment or qualification of a member.

7. The instrument shall provide that notices convening meeting of the board, and the minutes of the proceedings of the board and of any committee or sub-committee thereof, shall be in such language as the board may determine, but that if the language is not the Malay language any member of the board shall, on request, be entitled to receive a translation in an official language.

8. The instrument shall include provision declaring that the educational institution is to be managed in accordance with the Act and the regulations made and directions given thereunder.