

Information Notes

REGISTRATION AS A SCHOOL

The registration of private schools is now carried out online through the Online Business Licensing Service (OBLs). Please ensure the following items are completed before logging on to the online application:

- read through this set of information notes thoroughly
- renovation and furnishing works are to be completed before application through OBLs
- application is to be made **only** by the proposed member of the School Committee of Management

Note: In order for us to process your application in 2 weeks time, a maximum of 10 teachers and 5 courses would be processed via OBLs per application. You may submit application to register additional teachers and courses after the school is duly registered.

Part I

This Part includes general information on what constitutes a 'school', the school registration authority, etc.

Definition of a 'school'

- 1 A 'school' is defined in the statute relating to education and registration of schools as an organisation for the provision of education for 10 or more persons; or a place where 10 or more persons are being or are habitually taught, whether in one or more classes.
- 2 A facility or an establishment offering instruction deemed to be of a 'non-academic' nature, eg. beauty care, dressmaking, cooking, sports, games, driving, recreation-related, etc, is however not brought under the ambit of this statute. An establishment offering education-related services and not conducting lessons or running classes in its premises/principal place of business is not deemed a 'school' and hence is also similarly not brought under the ambit of the statute.

Private Schools Section

- 3 Education and training offered by the private sector come under the jurisdiction of the Private Schools Section (PSS) in the Higher Education Division of the Ministry of Education (MOE). The jurisdiction includes registration of schools and other related matters. PSS website address is <http://www.moe.gov.sg/privatesch/>

Part II

This Part contains information relating to existing policies on private schools and registration of schools.

- 4 a **Name of School**

If abbreviations are used in the name proposed, to state what the abbreviations stand for.

References such as **Academy**, **College**, or **Institute** in a name would be considered provided the proposed school is indeed such an institution in terms of physical size, eg. having 20 classrooms or more and capable of accommodating more than 500 students at any one time; that it adopts a post-secondary/college-level curriculum, etc.

The name proposed ought to reflect the curriculum and type of courses to be offered by the proposed school (eg. *language school* named as “---- *Language School*”), and it has to denote that it is a place of learning.

Words such as ‘Singapore’, ‘National’, etc. would indicate ownership, links with Government. Hence, private schools should not be so named/styled, eg. “Singapore -----”, “National -----”, etc.

Where the proposed school is/will be registered as a **sole-proprietorship/partnership business** with the Accounting & Corporate Regulatory Authority (ACRA), both the name of the school and the business has to be similar.

MOE reserves the right to refuse registration of any name proposed for a school, which is deemed unsuitable or misleading. For clarification on proposed school name, you may wish to consult PSS prior to registration with ACRA. You may email your queries to moe_pss@moe.gov.sg

b Curriculum

There are certain restrictions in the type of curriculum that a private school may adopt. For instance, private schools are not permitted to operate/function as full-fledged ‘alternative’ primary/secondary schools. .

University education requires extensive resources beyond the ability of private schools to provide. Private schools are thus not universities and are not to function as institutions of higher education operating as an university. Hence the word “University” is not to be used by private schools in the proposed school name.

c Ownership

To indicate clearly the type of ownership, name and particulars of owner(s), eg. sole proprietorship/partnership business, limited liabilities partnership (LLP), company, society, registration no. assigned by Accounting & Corporate Regulatory Authority (ACRA)/Registry of Societies (ROS), etc.

If the proposed school is to be owned by a company, the principal activity (object stated in the memorandum of association) of the company needs to include one that concerns operating a school.

d Committee of Management

Every school has to be administered by a **Committee of Management** comprising a minimum of one and a maximum of 9 members. The Committee is responsible for ensuring that the provisions of the Education Act (Cap 87), the regulations made thereunder and the terms of its school constitution are complied with.

NOTE: Members of a Committee of Management should ***not*** be teachers or staff to be employed by the proposed school unless they are also 'owners' of the school. This is to prevent 'employer-employee' conflict of interest situations.

The Committee of Management of a school will have one of their members as the **Supervisor** of the school. If a school has only one member in its Committee of Management, the duties to be discharged by the Committee will be discharged by that member as the **Supervisor**.

A school has to submit a constitution for approval [please refer to the 'sample' constitution at the end of this information notes].

e Courses & Teachers

Procedures to follow on courses/programmes to be offered can be found in the '**REGISTRATION OF COURSES – Procedures for submission of applications**'.

The teacher's application for permission to teach (at least two teachers required for each private school) in a private school must meet the minimum qualification and relevant working/teaching experience required by the school. In the REGISTRATION AS A TEACHER form, the supervisor has to state clearly the modules/courses/subjects that the teacher is expected to teach.

f Premises, Facilities

Applicants are advised to exercise care when selecting and deciding on the premises to house the proposed school before **entering into any firm commitment to purchase/lease/rent it**. Things to look out for include prospects of the premises being granted the Written Permission for 'Change of Use' by the planning authorities (URA); that any alteration/renovation works planned are likely to be approved/cleared by the relevant authorities (HDB or FSSD/BCA).

Private schools ought to have premises of an acceptable reasonable size, and in addition to having classroom(s), must have space for an office/administration area/reception-cum-waiting area for students/clients, etc.

Written Permission for 'Change-of-Use'

Applicants are to apply for the Written Permission for 'Change-of-Use' of the premises to 'school' use at the:

Urban Redevelopment Authority
Development Control Division
45 Maxwell Road, The URA Centre
Singapore 069118

Fire Safety & Shelter Department (FSSD)

As regards alteration/renovation works to the proposed premises, applicants are to -

- i submit building floor plans for alteration/renovation works to the FSSD (commercial buildings/complexes/HDB buildings)

<i>Fire Safety & Shelter Department</i> 91 Ubi Avenue 4 Civil Defence Complex Singapore 408827	<i>Housing & Development Board</i> Commercial Properties Department 480 Lorong 6 Toa Payoh HDB Hub Singapore 310480
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Note: With effect from 1 October 2005, all renovation works done in a HDB premise has to seek fire safety clearance from the Fire Safety & Shelter Department (FSSD) directly.

- ii submit to MOE via dispatch or postal mail, clearance obtained from FSSD (Fire Safety Certificate & Notice of Approval) for the alteration/ renovation works carried out.

Part III

This Part concerns the submission of the application for registration as a school.

5 The following flowchart shows the procedures for registration of private schools.

READ INFORMATION NOTES THOROUGHLY



PREPARE FOR APPLICATION

Get ready all application forms for Committee of Management, Course Registration, Registration as a Teacher, clearances from relevant authorities and documents



ACCESS ONLINE BUSINESS LICENSING SERVICE (OBLS)

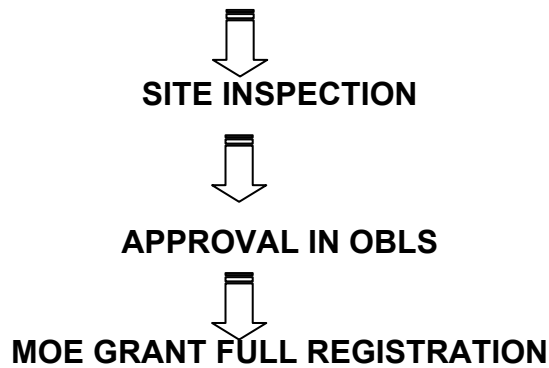


SUBMISSION OF DOCUMENTS

(Submission of documents via dispatch or postal mail to Private Schools Section at No.1 North Buona Vista Drive Singapore 138675)

Collation of documents, MOE officers will request for hardcopies of Approved Floor Plan by FSSD, Fire Safety Certificate & Notice of Approval, Grant of Written Permission from HDB/URA. ACRA printout, Committee of Management Forms, Appointment Note (for sole-proprietorship/partnership/LLP) or Directors' Resolution (for company)

to appoint the members of the Committee of Management, Course Registration Forms, Registration as A Teacher Forms, School Constitution and Memorandum & Articles of Association of Company



[Pending payment to OBLS and fulfilment of **all** requirements (FSSD / URA / HDB / BCA)]
School Registration Certificate and all other necessary documents will be issued.

- 6 Applicants need not submit any documents online. After the submission of the online application through OBLS, you are required to submit the following documents via despatch or postal mail:
 - Approved floor plan by the Fire Safety and Shelter Department (FSSD)
 - Fire Safety Certificate & Notice of Approval
 - Grant of Written Permission from URA / HDB
 - ACRA printout
 - Committee of Management Forms
 - Appointment Note (for sole-proprietor/partnership/LLP) or Directors' Resolution (for company) to appoint the members of the Committee of Management
 - Course Registration Forms
 - Teacher Registration Forms
 - School Constitution
 - Memorandum & Articles of Association of Company
- 7 Once all submitted documents are found to be in order, the MOE officer will arrange for an inspection of the premise of the private school
- 8 A complete application with all the necessary documents will be processed within 2 weeks. Incomplete or incorrect submissions will result in delay of processing time.
- 9 Upon approval of the Certificate of Registration of Schools in OBLS and the successful completion of all necessary administrative procedures (including payment of registration fees to OBLS), the school registration certificate will be issued by PSS. Renewal of this certificate is not required as there is no expiry date. However, new application through OBLS is needed if a branch or new centre is to be established.
- 10 Payment of registration fee to OBLS should be made within the grace period of 90 days upon licence approval. After 90 days, if no payment had been received, your application would be deemed withdrawn voluntarily by you. You will then need to reapply for school registration again.
- 11 The applicant should obtain clearance from all other relevant authorities before commencing operation. The Certificate of Registration of School will only be issued upon submission of clearances from FSSD / URA / HDB / BCA, where applicable.

Part IV

This part contains some frequently asked questions (FAQs) together with our responses.

Q1 *What is a committee of management?*

The committee is responsible for running the school, and in ensuring that the provisions in the Education Act, Schools Regulations, school constitution, etc, are complied with.

Q2 *What are the pre-requisites of school operators/managers?*

Private school operators/managers (members of the committee of management) are expected to be persons of good character and possessing knowledge in educational matters, management skill, experience, interest in managing a school, etc.

Q3 *What are the pre-requisites of private school teachers?*

This depends on the subject(s) and level(s) the teachers are proposed to teach. In general, applicants should have at least 3 GCE 'O' level credits or other relevant qualifications beyond the levels they are proposed to teach. Their qualifications and knowledge should be related to the subject areas to be taught. Teachers must be able to provide documentary evidence of their qualifications, work experience, etc, to support their applications. If the documents are in a language other than English, teachers are required to have them translated into English by a notary public or a registered translator.

Q4 *What would be deemed suitable locations for setting up private schools?*

Private schools ought to be located in environments conducive for teaching and learning. An example would be premises away from busy and noisy establishments, eg. shops selling audio/ video cassettes, food outlets, etc. The Urban Redevelopment Authority (URA) is the authority for matters related to this, eg. application for 'Change-of-Use' of a shop unit or for use as a private school. The URA would normally turn down applications for 'Change-of-Use' in respect of residential and industrial buildings/premises.

Q5 *What are the pre-requisites of premises for private schools?*

The school premises ought to have a classroom and space for a reception and/or a waiting area and/or an office. The guideline for classroom accommodation is 1.5 m² per student and 2 m² per student for music, computer schools, etc. (lessons requiring use of equipment).

Q6 *What type of furniture would be suitable for private schools?*

Appropriate furnishing for a school would depend on the type of courses to be conducted and whether the students are children or adults. Furniture has to be proper writing tables and chairs for ordinary classrooms, custom-built computer desks (where the wiring could be neatly tucked away for safety reasons) for computer rooms, etc.

Q7 *How long does it take an application for registration as a school to be approved?*

It would normally take about 2 weeks with all requisite documents duly submitted for an application to be approved. **Incomplete submission of hard-copies of documents to MOE will delay the site inspection and the registration process.**

Q8 *When will the Certificate of Registration as a School be issued?*

The Certificate of Registration will be issued when the application has been approved and copies of documents pertaining to compliance of fire-safety requirements of the school premises have been forwarded.

Q9 *Where can I view the latest copy of the Education Act?*

The Education Act, Cap. 87 (1985 Edition) is available for public reference at <http://agcvldb.agc.gov.sg/html/act.html>

Q10 *Who can I contact for technical assistance in OBLs?*

OBLs Helpline is 6898 1595 or email obls@spring.gov.sg

REGISTRATION OF COURSES

This form may take you about 15 minutes to fill in.
You will need the following information to fill in the form:

- Course details
- Teachers' particulars

Procedures for submission of applications

To make an application to register a course

For new schools registering their courses for the first time, a duly completed **SUMMARY OF COURSE PARTICULARS [FORM RC]** together with a write-up on course details (refer to format below) are to be submitted to MOE via dispatch or postal mail.

Format for write-up

I Course details

1. Title [to be short/simple]
2. Origin of the course/Examination (Test) prepared for [e.g. professional body (ACCA), examination authority (LCCI, NCC, TOEFL, SAT), school-based, etc]
3. Aims & Objectives/Expected Outcomes [including value or 'worth' or equivalence of certification, especially where the course originates from the school itself]
4. Target Students/Admission Requirements [e.g. persons with little or no knowledge of the subject, non-speakers of the language; by academic qualifications, age, etc]
5. Course Syllabus/Content [state details including topics, areas to be taught, etc]
6. Total Course Duration/Weekly Instruction Hours (time-table) [e.g. 1 year, 6 months]
7. Fees [state monthly tuition/instruction fees, registration fee; minimum and maximum size of each class or group]

II Teacher Particulars

List the names, qualifications of teachers and subject(s) they will teach and/or criteria adopted by school in the selection and appointment of prospective teachers. Schools are reminded that they have to submit REGISTRATION AS A TEACHER form for each teacher in the course.

III Facilities & Equipment

Indicate facilities and equipment to be provided [e.g. no. of computers, printers; language or science laboratories, audio visual aids, etc]

NB: 1. *Where the course is externally validated/moderated* State the scope/conditions of validation/moderation, e.g. suitability of course content,

duration, teachers; audit of tests/examinations; conditions governing issue of certification; etc, and forward all relevant validation/moderation documents.

2. *The school or its agents should not carry out publicity of the courses before completion of registration with MOE.*

SUMMARY OF COURSE PARTICULARS

<i>Course/Subject Title</i>	<i>Level</i>	<i>Duration</i>	<i>Teaching Days Per Week</i>	<i>Hours Per Day</i>	<i>Monthly/Course Fee</i>	<i>Regn Fee</i>	<i>Name of Teacher</i>

<i>Name & Address of School:</i>	<i>Date:</i>
<i>Name of Supervisor:</i>	<i>Signature:</i>

Some Frequently Asked Questions (FAQs) on course registration

Q1 Does MOE prescribe minimum course duration and weekly curriculum (teaching) hours?

These are matters decided by the school. Course duration and weekly teaching hours have to be realistically set to ensure adequacy of time for effective delivery

Q2 What does a school have to do if it decides to discontinue a registered course?

The school should notify the Private Schools Section of MOE on its decision so that records could be updated accordingly, to enable inquiries on the matter to be more efficiently managed.

Q3 Is it necessary for a school to seek registration of a 'new' course that will replace an existing registered course?

Yes, the school has to seek registration of the 'new' course indicating clearly the 'existing' course that it will replace/substitute. There should not be too frequent changes to a course and at short intervals as time is needed to determine the effectiveness or otherwise, and the eventual benefits that students will derive.

Q4 Does a school need to notify the Private Schools Section of changes it intends to make to an existing course?

Where the changes/amendments proposed are significant, e.g. revision of curriculum, subject contents, course duration, weekly teaching hours, etc, it will be deemed that the school intends to conduct a 'new' course. In this instance, the school has to seek fresh approval for the course.

Q5 When seeking MOE's approval to conduct an 'extension' to an existing registered course, what must the school state in its application?

The school has to state the situation clearly in its application. For instance, the school has to point out that the course (e.g. 'Intermediate' level) is an 'extension' to its registered 'Elementary' level part of the course and its links/progression from one level of studies to the next.

Q6 What does a school have to do to elicit a quick response to its application to register a course?

*A **complete** and **properly** prepared application containing full disclosure of all aspects of the course proposed requires a shorter processing time culminating in a quicker response.*

Q7 What are the responsibilities of the school in its circulation of course documents (enrolment/registration forms) and publicity literature?

*It is the responsibility of the school in ensuring **full** and **accurate** disclosures of all aspects of the course in documents and publicity literature pertaining to the course. The school also bears the responsibility in ensuring that these are **fully** adhered to in the delivery of the course. **The school or its agents should not carry out publicity of the courses before completion of registration with MOE.***

REGISTRATION AS A TEACHER

This form may take you about 10 minutes to fill in.
You will need the following information to fill in the form:

- NRIC number/Passport number
- Academic qualifications. The documents are to be translated into English by a notary public or a registered translator if they are in a language other than English.
- Previous employment details

Director-General of Education
Ministry of Education
Singapore

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

Section 1: School Particulars

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

Section 2: Teacher's Particulars

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

Section 3: Education Particulars in Chronological Order **

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

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

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

* (Mark 'X' where appropriate)

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

Section 5: Courses/ Subjects to be Taught **

	25 Course/ Subject	26 Level(s)		25 Course/ Subject	26 Level(s)
1			4		
2			5		
3			6		

27 I attach copies of these documents: *

- NRIC (Singapore Citizen/PR) or Passport (Foreigner)
- Educational Certificates (Secondary Level and Above)
- Previous MOE Approval(s) to Teach
- Reference Letters from Past Employers
- Others (to specify)

Section 6: Declaration by Teacher

28 I declare that:-

- I am a person of good character and have never been convicted of an offence punishable with imprisonment
- I have never previously been refused registration as a teacher or having been so registered had my registration cancelled

The contents of this application are true to the best of my knowledge, information and belief

Signature of Teacher _____ Date _____

Section 7: Signature of Supervisor

29 I confirm that:-

- The above information has been verified and all documents forwarded herein are certified true copies
- The applicant has been certified medically fit by a registered doctor.

Signature of Supervisor _____ Date _____

Name of Supervisor _____

* (Mark 'X' where appropriate)

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

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

REGISTRATION AS MEMBER OF COMMITTEE OF MANAGEMENT

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

Director-General of Education
Ministry of Education
Singapore

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

Section 1: School Particulars

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

Section 2: Personal Particulars of Applicant

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

Section 3: Position in Committee *

20 <input type="checkbox"/> Supervisor <input type="checkbox"/> Manager (Member)
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Section 4: Declaration by Applicant

21 I declare that:- <ol style="list-style-type: none">1. I am normally resident in Singapore for at least 9 months in each year2. I am a person of good character and have never been convicted of an offence punishable with imprisonment3. I have never previously been refused registration as a manager of any school or having been so registered had my registration cancelled4. I am not an undischarged bankrupt5. I am able to carry out the duties as a manager of the above school and I am familiar with the provisions of the Education Act and the provisions made thereunder <p>The contents of this application are true to the best of my knowledge, information and belief</p> <p>Signature of Applicant _____ Date _____</p>
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Section 5: Signature of Supervisor

22 I confirm that the above information has been verified and accurate. Signature of Supervisor _____ Date _____ Name of Supervisor _____

*(Mark 'X' where appropriate)

CONSTITUTION OF LAC EDUCATION CENTRE

Name and Address

The name of the school shall be **LAC Education Centre** and its address is *No.1 Bukit Timah Road #02-34 Singapore 123456*.

Aims

To provide tuition, enrichment and language courses to students.

Committee of Management

1. The Committee of Management shall operate according to the Education Act, Cap 87 (1985 Ed) and the Schools Regulations (1990 Ed).
2. The Committee of Management shall be appointed by (* see footnote) and is subject to the approval of the Director-General of Education. The Committee shall consist of not more than nine members and shall comprise:
 - (i) Supervisor
 - (ii) Secretary
 - (iii) Treasurer
 - (iv) 6 other Committee members, if necessary.
3. The term of office of the Committee of Management shall be three years.
4. The Committee of Management shall at least convene a meeting once in every 3 months.
5. The Committee of Management shall recommend for registration one of their members to be the Supervisor of the School.

Duties of Supervisor

6. The Supervisor shall:-
 - a) conduct all correspondence with the Director-General of Education concerning the administration of the School;
 - b) observe that the appointment and dismissal of any member of the staff of the school shall be determined by a majority vote of all members and that action for the appointment and dismissal of staff shall be initiated by him;

*Footnote: - Where the school is registered with the ACRA as:

a) a company, this part should read "LAC Education Centre Pte Ltd (registered under the Companies Act, Cap 50)"

b) a business firm owned by individual(s) or a company, this part should read "sole-proprietorship/ partnership business of LAC Education Centre (registered under the Business Registration Act, Cap 32)"

c) a limited liability partnership (LLP), this should read "LAC Education Centre LLP (registered under the Limited Liability Partnerships Act 2005)"

- c) be responsible for issuing to every teacher engaged to teach in his School a Letter of Appointment which shall set out:-
 - (i) the conditions of service;
 - (ii) the salary scale; and
 - (iii) the conditions upon which the appointment may be terminated;
- d) be responsible for ensuring that the salaries of all teachers are paid in full when due;
- e) ensure that no instruction shall be given in the school except in accordance with a syllabus approved by the Director-General of Education;
- f) comply with directions given by the Director-General of Education in writing to him as to the preparation or alteration of the time-table of work of any class and submit for the approval of the Director-General of Education any such new revised time-table;
- g) cause a copy of the time-table of each class to be displayed in the classroom it normally occupies;
- h) inform the Director-General of Education of any change in the hours of school work;
- i) ensure that no subscription or fees shall be collected from pupils other than fees approved by the Director-General of Education;
- j) submit to the Director-General of Education for approval a list of the proposed monthly or termly Education Fee, Registration Fee and any other fees;
- k) cause to be kept proper books of account in which shall be shown every item of income and expenditure received and incurred on behalf of the School;
- l) ensure that all books of account shall be audited annually by an auditor approved by the Director-General of Education;
- m) ensure that the health requirements as stated in the Schools Regulations (1990 Ed) and/or as recommended by the Commissioner of Public Health shall be complied with and maintained;
- n) ensure that in every classroom or room used as such, there shall be displayed a certificate signed by the Director-General or an Officer authorised under Section 5 of the Education Act, Cap 87 (1985 Ed), specifying the maximum number of persons to be accommodated in that room at any one time and that no person other than the Director-General of Education or such officer shall remove, deface, cancel or alter such certificate;
- o) keep in his custody the seal of the School, title deeds of school property and other important documents;
- p) obtain approval of the Director-General of Education for the closure of school before it can be effected;
- q) be responsible for the organisation of the curriculum both in and out of the classroom, for the control of the teachers and for the maintenance of discipline of the pupils of the School;

- r) enter fees paid by pupils in proper books of account as income of the School;
- s) issue receipts to the payment of fees by every pupil;
- t) keep all accounts books which shall be available at all reasonable times for scrutiny by an Inspector of Schools;
- u) have powers to delegate part of his duties specified above to other members of the Committee of Management of the School provided that prior approval to that effect has been obtained from the Director-General of Education.

Duties of Secretary

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

Duties of Treasurer

8. The Treasurer shall:-

- a) be responsible for all financial transactions of the School;
- b) maintain proper books of account of the School;
- c) prepare annual statements of accounts for audit by an auditor approved by the Director-General of Education;
- d) submit a copy of audited annual statements of accounts to the Ministry of Education on or before the 30th June, in the following year.

Signature of Supervisor: A C Lim

Name of Supervisor: Mr Lim Ah Chai

Date: 01 August 2004

LAC EDUCATION CENTRE PTE LTD
(COMPANY NO.: xxxxxxxxxxxx)
(Incorporated in the Republic of Singapore)

**DIRECTORS' RESOLUTION IN WRITING PURSUANT TO
THE COMPANY'S ARTICLES OF ASSOCIATION**

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

APPOINTMENT OF COMMITTEE OF MANAGEMENT

THAT the Company do hereby approved the appointment of the following persons as members of the Committee of Management for LAC Education Centre for 3 years term in office with effect from the date of registration of the school: -

NAME	POSITION HELD
Lim Ah Chai	Supervisor
Lim Ah Bee	Treasurer
Lim Ah Toa	Secretary
Lee Be Bee	Manager (Member)

DIRECTORS

SIGNATURE

Lim Ah Chai

Lee Be Bee

Dated: 01 August 2004

‘Check List for Submission to MOE’

Date: _____

From: _____

Singapore ()

To: MOE Officer
Private Schools Section

The following duly completed forms and documents are submitted to MOE via dispatch or postal mail, for consideration of my application to register a school to be known as: _____

- | | |
|--|---|
| ▪ Set of approved building floor plans | <input type="checkbox"/> |
| ▪ Fire Safety Certificate & Notice of Approval | <input type="checkbox"/> |
| ▪ Grant of Written Permission from URA / HDB | <input type="checkbox"/> |
| ▪ ACRA | <input type="checkbox"/> |
| ▪ Registration As Member of Committee of Management (Form CM)
<i>(together with Appointment Note / Directors' Resolution)</i> | <input type="checkbox"/> ___ set(s) of forms |
| ▪ Registration of Courses (Form RC) | <input type="checkbox"/> |
| ▪ Course Details Write-up | <input type="checkbox"/> |
| ▪ Registration As a Teacher (Form RT) | <input type="checkbox"/> ___ set(s) of forms |
| ▪ School Constitution | <input type="checkbox"/> |
| ▪ Memorandum & Articles of Association of Company | <input type="checkbox"/> (for companies only) |

Note: Check boxes with a \surd (tick)