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## GOVERNMENT NOTICES

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### DEPARTMENT OF NATIONAL EDUCATION

No. R. 1000

11 October 2005



DEPARTMENT OF EDUCATION

### REGULATIONS FOR THE REGISTRATION OF FURTHER EDUCATION AND TRAINING INSTITUTIONS, 2003

### APPLICATION FOR REGISTRATION AS A PRIVATE FURTHER EDUCATION AND TRAINING INSTITUTION (Form FPX-01)

Note: Applicants must consult the document: *Guide for Completing the Application for Registration as a Private Further Education and Training Institution.*

**A. | ADMINISTRATIVE DATA**

1. Legal name of the applicant			
2. Postal address of the applicant		3. Physical address of main campus	
Postal Code		Postal Code	
4. Telephone No.		5. Fax No.	
6. E-Mail Address			
7. Website address			

**B. | COMPANY REGISTRATION PARTICULARS**

8. Legal name of the company			
9. Official trading name			
10. Type of company			
11. Registration No.		12. Company origin	
13. Country of origin, if foreign			

**C. | FULL DETAILS OF THE HOLDING COMPANY/ORGANISATION**

14. Name of the holding company or parent organisation			
15. Name and surname of the head of the holding company/ Parent organisation			
16. Postal address of holding company/Parent organisation		17. Physical address ( <i>Domicilium citandi et executandi</i> )	

Postal Code														Postal Code														
18. Telephone No.										19. Fax No.																		
20. E-Mail address																												
21. Website address																												

#### D. PARTICULARS OF OWNERSHIP AND MANAGEMENT

22. Surname and name of the head of institution	
23. Title	
24. I. D. No.	
25. Telephone No.	
26. Fax No.	

[illegible]

## 28. Details of the management

Surname and Initials	
Nationality	I.D./ Passport No.
Designation	
Surname and Initials	
Nationality	I.D./Passport No.
Designation	
Surname and Initials	
Nationality	I.D. /Passport No.
Designation	
Surname and Initials	
Nationality	I.D./Passport No.
Designation	
Surname and Initials	
Nationality	I.D./Passport No.
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Designation	

Designation		
Surname and Initials		
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Designation		
Surname and Initials		
Nationality	I.D./Passport No.	
Designation		
<b>E.   DETAILS OF THE APPLICANT'S AUDITORS AND BANKERS</b>		
29. Name of the applicant's auditor		
30. Registration number with the Public Accountants' & Auditors' Board		

### 31. Programmes submitted to Umalusi for accreditation

[illegible]

[illegible]

**33. Details of the sites of delivery****Name of site****Physical Address of site****Programmes to be delivered**

Postal Code

Province

**Name of site****Physical address of site****Programmes to be delivered**

Postal code

Province

**Name of site****Physical address of site****Programmes to be delivered**

Postal code

Province

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Postal code

Province

**Name of site****Physical address of site****Programmes to be delivered**

Postal code

Province





[illegible]

**H. OPERATION IN THE HE BAND**

36. Do you offer any programmes in the HE band?

Yes

No

37. If registered please provide the registration number with the Department of Education

**I. FINANCIAL VIABILITY REPORTS AND LEGAL DOCUMENTS**

Annexure 1: Audited annual financial statements

Annexure 2: Three-year financial forecasts.

Annexure 3: Business plan.

Annexure 4: Surety agreement.

Annexure 5: Sworn declaration on contributing to fidelity guarantee fund.

Annexure 6: Company registration documents issued by CIPRO.

Annexure 7: Occupational health and safety compliance audit report.

Annexure 8: Business registration certificate.

Annexure 9: Tax clearance certificate issued by SARS.

**J. QUALITY ASSURANCE AND MONITORING**

Annexure 10: Sworn declaration on application for accreditation.

Annexure 11: Sworn declaration on institutional capacity.

Annexure 12: Sworn declaration on monitoring and evaluation.

Annexure 13: Accreditation report issued to the DoE by Umalusi.

**K. INFORMATION FOR THE STUDENTS AND THE PUBLIC**

Annexure 14: Student prospectus, calendar or brochure.

Annexure 15: Enrolment forms.

**L. DECLARATION ON NON-DISCRIMINATION**

Annexure 16: Sworn declaration on non-discrimination.

**M. ADDITIONAL INFORMATION TO BE SUBMITTED BY EXTERNAL COMPANY ONLY**

Annexure 17: Undertaking on equality of qualifications.

Annexure 18: Proof of recognition of official recognition in the country of origin.

Annexure 19: Proof of accreditation in the country of origin.