

Government of the Republic of the Union of Myanmar

Ministry of Education

Private School Supervisory Board

Notification No. 18/2023

The 9th Waning Day of Thadingyut, 1385 M.E

(7 November, 2023)

In exercise of the power conferred by Sub-section (c) of Section 82 of the Private Education Law, the Private School Supervisory Board hereby issues the following directive.

Title and Application

1. This Directive shall be called the Directive on Registration of Private Basic Education Schools Following the National Curriculum.
2. This Directive shall apply to all private basic education schools that follow the National Curriculum.

Stipulations for Registration

3. Subject to compliance with the existing Myanmar Investment Law, the National Education Law, the Private Education Law, and other relevant laws, a person or entity who wants to establish a private basic education school following the National Curriculum shall register and establish the school in accordance with the following legal requirements: -

- (a) The application form for the registration of a private basic education school following the National Curriculum must be obtained from the relevant Regional Supervisory Board.
- (b) Concerning investment, private basic education schools following the National Curriculum must submit the following documents as attachments:-
 - (1) A copy of the National Registration Cards (NRC) for Myanmar citizens;
 - (2) A copy of the passport for foreigners;
 - (3) Type of investment (whether by a Myanmar citizen, a joint investment by a Myanmar citizen and a foreigner, or a foreigner);
 - (4) The Company Registration Certificate from the Directorate of Investment and Companies Administration, or the permit from the Myanmar Investment Commission, the date of issuance and a copy of the supporting documentation;

- (5) The current balance of the bank account in the name of the institution or its founder;
 - (7) Tax clearance certificate from the Internal Revenue Department.
- (c) The Private Basic Education School Registration Form obtained under Clause 3(a), along with the required documentation, must be submitted to the relevant Regional Supervisory Board.
 - (d) Upon summoned by the relevant Regional Supervisory Board, the applicant for the registration of a private basic education school following the National Curriculum must attend any verification meetings as scheduled on the appointed date and time.

Particulars to be submitted along with the Registration Application

4. A person who wants to establish a private basic education school following the National Curriculum must enclose the following particulars with the registration application: -

- (a) Name and location of the proposed private basic education school;
- (b) Type of school to be established;
- (c) The highest grade;
- (d) Logo and seal;
- (e) Organizational structure/ organization chart;
- (f) Photographs of the uniform (if any) and the designated uniform days;
- (g) Curriculum and syllabus of additional subjects in detail (if they are offered);
- (h) A statement of commitment to comply with the provisions of the Private Education Law, the directives issued by the Ministry and the Supervisory Board, and the standards set by the National Curriculum Committee;
- (i) Description of the school admission fees, tuition fees, and payment methods;
- (j) Curriculum Vitae and educational credentials of the founders and administrators of the institution.

Particulars of the school premises to be submitted along with the Registration Application

5. A person who wants to establish a private basic education school following the National Curriculum must enclose the following particulars of the school premises along with the Registration Application: -

- (a) Photographs of the school building(s) and the school compound;

- (b) Evidence of property (ownership or rental), documentation proving the right to use the building as a school facility, and permission from the City Development Committee;
- (c) The dimensions (in feet) of the school compound, buildings, classrooms, laboratories, library, gymnasium, dining room, etc.;
- (d) Plans to ensure the state-of-the-art school, green and clean environment, the healthy environment of the campus, classrooms, laboratories, library, dining areas, and the gymnasium;
- (e) Emergency health care plans, fire prevention and safety measures, and authorization from the Fire Services Department;
- (f) Evidence that dormitories (if provided) meet the requirements specified by the Supervisory Board.
- (g) Consent statements, affirming no objections to the establishment of the private basic education school following the National Curriculum, by at least two adjacent households each on the front, back, left, and right sides of the proposed university/college premises, endorsed by the relevant ward administrator confirming the authenticity of these documents.

Particulars of teaching staff to be enclosed with the Registration Application

6. A person who wants to establish a private basic education school following the National Curriculum must enclose the following particulars of teaching staff with the registration application for the private basic education school following the National Curriculum: -

- (a) Number of Myanmar national private teachers, along with the pay scale;
- (b) Number of foreign private teachers, along with the pay scale;
- (c) Number of teaching and administrative staff (structure, appointed and vacant);
- (d) Number of students to be admitted (by grade level and in total);
- (e) Student-teacher ratio;
- (f) Evidence of citizenship for private teachers (copies of National Registration Cards for Myanmar nationals and copies of passports for foreigners);
- (g) Degree certificates and educational credentials of private teachers, and the subjects they will teach;
- (h) A brief profile of each teacher, detailing their teaching experience by subject.

Stipulations on Classroom dimensions

7. The stipulations for the private basic education schools following the National Curriculum are as follows: -

(a) Primary Level: -

- (1) The floor area of a classroom shall be at least 12 square feet per student;
- (2) The minimum width of a classroom shall be 15 feet;
- (3) The number of students allowed in a classroom must not exceed 40.

(b) Middle School and High School Levels: -

- (1) The floor area of a classroom shall be at least 18 square feet per student;
- (2) The minimum width of a classroom shall be 20 feet;
- (3) The number of students allowed in a classroom must not exceed 40.

Particulars to be observed by private basic education schools following the National Curriculum

8. The following particulars must be observed: -

- (a) The national flag of the Republic of the Union of Myanmar shall be saluted, and the national anthem shall be sung daily before school.
- (b) The school must follow the academic calendar of the state-owned basic education schools in terms of designated school days (opening and closing dates, including the Sabbath days).
- (c) The monthly updated lists of number of students with additions and dropouts along with the name lists organized by grade level.
- (d) Financial records for tuition fees, school funds, and financial and expenditure records must be maintained in accordance with financial regulations.
- (e) At the beginning of a school year, the school must submit student lists, including names and numbers by grade level, to the relevant Regional Supervisory Board, and continue to submit updates every three months.
- (f) Within 14 days from the date of receiving the registration approval notification, the applicant must pay the registration fees and annual fees for a private basic education school following the National Curriculum through the designated branch of the Myanmar Economic Bank. To obtain the registration certificate, the specified forms shall be completed and submitted to the relevant Regional Supervisory Board, along with the payment receipts for the registration and annual fees.

- (g) The annual fee must be paid before the end of the first month of the relevant fiscal year.
- (h) Private basic education schools following the National Curriculum must submit the list of private teachers to the relevant Regional Supervisory Board within 30 days from the date of receiving the registration certificate.
- (i) Depending on the types of schools, a school must adequately equip itself with scientific equipment and chemicals, multimedia room resources and teaching aid. A detailed list of equipment, resources and the quantities must be submitted to the relevant Regional Supervisory Board within 30 days from the date of receiving the registration certificate.
- (j) A founder who wants to establish a private basic education school following the National Curriculum must submit a formal report, completing the designated form, to the relevant Regional Supervisory Board within 14 days in the event of any increase or decrease in the number of private school teachers.

Miscellaneous

9. The registration fee for private basic education schools following the National Curriculum is MMK 5 million, and the annual fee is MMK 6 million.

10. If a branch school is established, a separate registration application must be submitted for each branch of different locations.

11. Private basic education schools following the National Curriculum established prior to the issuance of this Notification shall be issued a Private School Registration Certificate if they comply with the stipulated requirements. Schools that do not comply with these requirements will instead be issued a Temporary Private School Registration Certificate, valid for a period of two years from the date of issuance. During this period, the school must satisfy the stipulated requirements. Upon compliance within the two-year period, a Private School Registration Certificate shall be issued. Failure to meet the requirements within the two-year period will result in suspension of the Temporary Private School Registration Certificate.

12. Permission to establish new private basic education schools following the National Curriculum will be granted only upon meeting the stipulated requirements.

13. The founders and administrators of private basic education schools following the National Curriculum must obey all the orders and directives related to private education issued by the Ministry of Education and the Supervisory Board from time to time.

Dr. Nyunt Hpe
Chairperson
(Union Minister, Ministry of Education)

Letter No.: KaPaKa (Directive) / 2023 (019)

Date: November 7, 2023

Distribution

Members of the Private School Supervisory Board

Members of Union Territory / Region / State Private School Supervisory Board

By Order,

Dr. Soe Win
Secretary
(Permanent Secretary, Ministry of Education)