

Higher Education Commission Registration Application Checklist

[This checklist must be completed and submitted with the application]

Criteria 1 – Company Informations

- Certificate of Recognition
- Certificate of Provisional Registration (if applicable)
- Company registration details
- Parent body details (if applicable)
- Any other supporting document(s)

Criteria 2 – Management Information and Financial Viability

Management Information

- Organizational Structure
- Terms of Reference of Management Board
- Qualifications of the Management Board
- Fit & Proper Declaration of Management Board
- Any other supporting document(s)

Financial Viability

- Audited Financial Report (Most Recent)/Accountant's Report
- Strategic Plan/Business Plan
- Financial Forecast and recent bank statement (New Institutions)
- Surety & Guarantee Agreements
- Any other supporting document(s), e.g., Finance policy

Criteria 3 – Information on Learning Programmes

- Information on programmes or courses offered
- Programme Document
- Students Handbook (Current year)
- Academic Calendar
- Information on sites of delivery
- Proof of programme accreditation (if applicable)

- Any other supporting document(s)

Criteria 4 – Staff and Student Information

- Student Handbook/Manual (Policy & Procedures on Student Grievances and General Rules and Regulations)
- Student Enrolment Information
- Staff Manual (Policy & Procedures on Staff Recruitment, Appraisal & Grievances, General Rules and Regulations)
- Academic Staff Information (qualifications/teaching responsibilities)
- Information on Excursion/Workplace Attachment (if applicable)
- Any other supporting document(s)

Criteria 5 – Information on Infrastructure

- OHS Compliance Certificate
- NFA Safety Inspection Report
- Proof of tenancy/lease agreement/MoU
- Buildings (e.g., Lecture rooms, library)
- Other Learning facilities (e.g., Internet)
- Any other supporting document(s)

Criteria 6 – Overseas Applicants (if applicable)

- Franchise Documents
- Agreements with other institution(s) on mutual cooperation on:
 - Academic Matters
 - Financial Arrangements
 - Resource Sharing
 - Other related documents