



Ruj. Tuan :
Ruj. Kami : JPWPKL.600-3/5/5 Jld. 5 (12)
Tarikh : **23** Ogos 2021

Pengetua

SMK Wilayah Persekutuan Kuala Lumpur

Tuan/Puan,

ACS-UTP NEXT-IN CHEMISTRY CHALLENGE 1.0 (NICC 1.0)

Dengan sukacitanya perkara di atas dan surat dari Bahagian Pembangunan Kurikulum (BPK), Kementerian Pendidikan Malaysia (KPM) no. rujukan KPM.600-12/1/4 Jld. 23 (27) bertarikh 17 Ogos 2021 dan Universiti Teknologi Petronas (UTP) bertarikh 18 Ogos 2021 adalah dirujuk.

2. Dimaklumkan bahawa Universiti Teknologi Petronas (UTP) akan menganjurkan program tersebut bersempena dengan *National Chemistry Week* bagi mempromosi inovasi dalam kalangan murid sekolah menengah. Tema *National Chemistry Week* bagi tahun ini ialah *Fast or Slow... Chemistry Makes It Go!*.

3. Sehubungan itu, pihak Jabatan Pendidikan Wilayah Persekutuan Kuala Lumpur (JPWPKL) memohon kerjasama tuan/puan bagi **menggalakkan murid-murid** dari sekolah tuan/puan untuk menyertai program tersebut yang akan diadakan secara **dalam talian** mengikut ketetapan berikut.

Tarikh	:	14 Ogos hingga 24 Oktober 2021
Tema Pertandingan	:	<i>Chemistry as a Tool for Enhancing Productivity</i>
Pendaftaran dan penghantaran video dan abstrak	:	https://bit.ly/3ilq3eB Sebelum atau pada 23 September 2021
Kriteria Penilaian	:	https://bit.ly/37C9Cuf

4. Bersama-sama ini disertakan surat berkenaan yang jelas menerangkan maksudnya untuk makluman dan tindakan tuan/puan. Kos penyertaan adalah di bawah tanggungan murid/sekolah. Maklumat berkaitan pertandingan boleh didapati dengan melayari pautan <https://www.instagram.com/acsutp.official/?hl=en>.

5. Sebarang pertanyaan berhubung perkara di atas, pihak tuan/puan boleh menghubungi pegawai berkenaan.

Pegawai	Jabatan/Organisasi	No. Telefon	Alamat E-mel
Cik Mah Hern Huay	Universiti Teknologi Petronas (UTP)	017-6113328	wern_19001600@utp.edu.my
Cik Norleen binti Kamardin	Penolong Pengarah, Unit Pembangunan Bakat Murid, Sektor Pembangunan Murid, JPWPKL	03-62046856	norleen.kamardin@moe.gov.my

Kerjasama dan perhatian tuan/puan berhubung perkara ini amat dihargai dan didahului dengan ucapan terima kasih.

Sekian.

“WAWASAN KEMAKMURAN BERSAMA 2030”

“BERKHIDMAT UNTUK NEGARA”

Saya yang menjalankan amanah,



(MOHD NAJIB BIN AB. RAHMAN, KMW)

Timbalan Pengarah Pendidikan

Sektor Perancangan dan Pengurusan PPD

b.p. Pengarah Pendidikan

Jabatan Pendidikan Wilayah Persekutuan Kuala Lumpur

- s.k. i. Pegawai Pendidikan Daerah, Pejabat Pendidikan Daerah Bangsar / Pudu
 ii. Pegawai Pendidikan Daerah, Pejabat Pendidikan Daerah Sentul
 iii. Pegawai Pendidikan Daerah, Pejabat Pendidikan Daerah Keramat

NK/STEM2021/mydocuments

Puan Nurul Zakiyah binti Asral,
Setiausaha Pejabat,
Jabatan Pendidikan Wilayah Persekutuan Kuala Lumpur,
Persiaran Tuanku Syed Sirajuddin,
50654 Wilayah Persekutuan Kuala Lumpur.

18th August 2021

Sir/Madam,

REF: REQUEST FOR APPROVAL OF ACS-UTP NEXT-IN CHEMISTRY CHALLENGE 1.0 (NICC 1.0)

I, Mah Wern Huay, Secretary of NICC 1.0, on behalf of my team, would like to seek approval of NICC 1.0, a national level competition established under American Chemistry Society Universiti Teknologi PETRONAS (ACS-UTP) International Student Chapter, in conjunction with the national chemistry week in October, 2021.

I am writing this letter to seek your kind approval to allow students from secondary school (Form 4 and Form 5 students) to participate in NICC 1.0. **Approval from Kementerian Pendidikan Malaysia, Bahagian Sukan, Kokurikulum dan Kesenian has been obtained.**

2. The details of NICC 1.0 is as below:

Date : 14th August 2021 to 24th October 2021
Venue : Virtual Platform (Microsoft Teams)
Organizer : ACS-UTP International Student Chapter
Theme : Fast or Slow... Chemistry Makes It Go!
Target Participants : Form 4 and Form 5 students

3. Attached with this letter is a document containing all the details regarding this project, including the objectives, list of activities and the involved stakeholders and collaborators. Please refer to the document for any clarifications regarding the nature of the project.

4. We truly hope that you will consider our request and approve our competition. Thank you for your kind consideration. If there are any enquiries, do not hesitate to contact me via email (wern_19001600@utp.edu.my) or phone (Mah Wern Huay: +60176113328). We look forward to your response.

Yours sincerely,



.....
Mah Wern Huay,
Secretary of NICC 1.0,
Universiti Teknologi PETRONAS,
Seri Iskandar, 32610
Perak Darul Ridzuan.



.....
Associate Prof Dr Cecilia Devi Wilfred,
Supervisor of NICC 1.0,
Fundamental and Applied Sciences Department,
Universiti Teknologi PETRONAS,
Seri Iskandar, 32610
Perak Darul Ridzuan

Dates that the students should be aware of:

Announcement of competition: 17th August 2021

Registration and submission period of video and abstract: 23rd August 2021 to 23rd September 2021

Shortlisting of Candidates: 1st October 2021 to 17th October 2021

Announcement of finalists: 17th October 2021

Final Pitching: 23rd October 2021

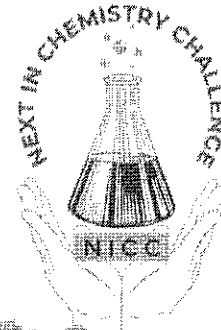
Tentative Schedule:

Date	17th Oct Sunday	23rd Oct Saturday
Activities (Time)	Opening Ceremony (1000 – 1200)	Final pitching of ACS-UTP Next-in Chemistry (0900 – 1200)
	Announcement of finalists	Closing Ceremony and Winner announcement (1400 – 1530)

To get more information, link to ACS-UTP Instagram:

<https://www.instagram.com/acsutp.official/?hl=en>

ACS-UTP NEXT-IN-CHEMISTRY CHALLENGE 1.0



VIDEO DESIGN COMPETITION

ACS-UTP Next-in-Chemistry Challenge 1.0 (NICC 1.0) is a national annual event, organised by ACS-UTP ISC in conjunction with the annual National Chemistry Week 2021. ACS-UTP NICC 1.0 aims to grow and nurture the potential young scientists of Malaysia.

THEME:

CHEMISTRY AS A TOOL FOR ENHANCING PRODUCTIVITY

DATE OF EVENT :

SATURDAY, 23 OCTOBER 2021

Preliminary video needs to be uploaded through YouTube with the title format:

ACS-UTP National Chemistry Week 2021 < insert your video title > #ACSUTP #reactionrates

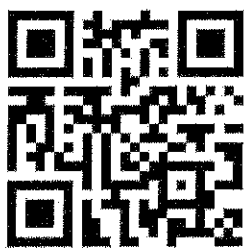
A team with 2 members must select any processes (new or existing) industrial which can solve certain issues and outline how chemistry enhance that process (rate of reaction, cost minimisation, and social benefits/impacts)

Video Duration: 3 minutes only

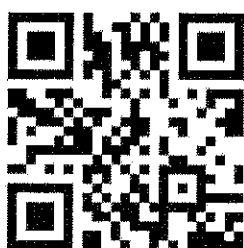
Poster: outlining the idea sphering around the topic of NICC 1.0

Deadline: 23 September 2021

REGISTER NOW



Registration & Submission
<https://bit.ly/3ilq3eB>



Evaluation Criteria
<https://bit.ly/37C9Cuf>

**E- CERTIFICATE & MEDAL
PROVIDED !**



PRIZES

High School (Form 4 & 5)

1st RM300

2nd RM200

3rd RM100

University (Undergraduate)

1st RM500

2nd RM400

3rd RM300

Organised by:



ACS
Chemistry for Life[®]
MALAYSIA CHAPTER

Co-Organiser :

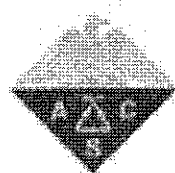


FUNDAMENTAL & APPLIED SCIENCES

Partnership with:



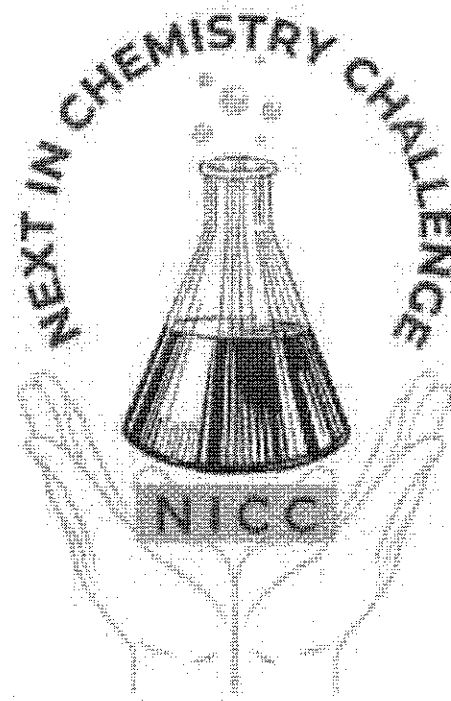
Division of Physical &
Theoretical Chemistry



ACS
Chemistry for Life®
MALAYSIA CHAPTER



UTP
UNIVERSITI TEKNOLOGI PETRONAS



ACS-UTP Next-in-Chemistry Challenge 1.0 (NICC 1.0) 2021

ACS Malaysia International Chapter

ACS Universiti Teknologi PETRONAS International Student Chapter

Statement of Proposal

Bringing the theme of 'Fast or Slow...Chemistry Makes It Go!', the ACS-UTP Next-in-Chemistry Challenge 1.0 2021 aims to promote innovativeness among the secondary school and undergraduates students in Malaysia as well as a means to celebrate the National Chemistry Week. National Chemistry Week is a public awareness campaign that promotes the value of chemistry in everyday. With the theme, "Fast or Slow... Chemistry Makes It Go!", the topic the event will address is 'Chemistry as a tool for Enhancing Productivity'. Participants will propose effective and affordable ways to increase the rates of reactions of their chosen problem statement.

Program Overview

Title

ACS-UTP Next-in Chemistry Challenge 1.0

In conjunction with National Chemistry Week 2021.

Program Details

Date : 17th to 23rd October 2021 (Sunday to Saturday)

Venue : Virtual Platform (Microsoft Teams)

Organizer : ACS-UTP International Student Chapter

Theme : Fast or Slow... Chemistry Makes It Go!

ACS-UTP NEXT-IN-CHEMISTRY CHALLENGE 1.0

Tentative Schedule:

<i>Date</i>	<i>17th Oct</i> <i>Sunday</i>	<i>19th Oct</i> <i>Tuesday</i>	<i>20th Oct</i> <i>Wednesday</i>	<i>23rd Oct</i> <i>Saturday</i>
<i>Activities</i> <i>(Time)</i>	Opening Ceremony (1000 – 1200)	-	-	Final pitching of ACS-UTP Next-in Chemistry (0900 – 1200)
	Workshop 1: Communicating Chemistry (1400 – 1630)	Quiz: (Reaction Rates) (2100 – 2330)	Workshop 2: Technical Sharing (1400 – 1630)	Closing Ceremony and Winner announcement (1400 – 1530)



ACS-UTP NEXT-IN-CHEMISTRY CHALLENGE 1.0

Program Description

ACS-UTP Next-in-Chemistry Challenge 1.0 (NICC 1.0) is an event organized by ACS-UTP ISC in conjunction with the annual National Chemistry Week 2021. NICC is an annual event organized by ACS-UTP and NICC 2021 is the first ever of its kind. ACS-UTP NICC is a national event that aims to grow and nurture the potential young scientist of Malaysia. NICC will be a good platform to kickstart and inculcate the innovative trait and communication skills among the finalists of the competition. The participants will be able to enhance their network and as well as establish new friendships. This event is not just limited to the finalists, but is open to public too so it will be a good platform to promote ACS in Malaysia as well as celebrate National Chemistry Week. This year's NICC bring the theme "Fast or Slow... Chemistry Makes It Go!" in conjunction of the National Chemistry Week celebrated by ACS internationally. With this theme, NICC 1.0 have provided the topic for the Pitching Competition, which is "Chemistry as a Tool for Enhancing Productivity".

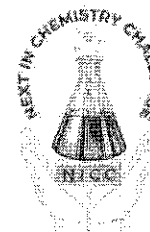
For NICC 1.0, submission for application will begin in August 2021 until September 2021. The preliminary round will require the participants to submit a 3-minute video and a poster which will be evaluated by selected judges. A total of 20 projects will be selected for the final round where contestants will pitch their idea or projects within 10 minutes with the assistance of Power Point slide. The presentation will be uploaded to YouTube for a broader audience to educate the public on the climate change issue. Additionally, the posters of the finalists will be posted on ACS UTP social media. The use of social media to post pitching videos and displaying posters will ensure that NICC 1.0 will have broader audience as a part to educate the public on the importance of chemistry. The finalists will also have the opportunity to take part of 2 workshops that will help enhance their technical skills.

Overall, NICC 1.0 is a unique event with dual approach; competition and education. The competition aspect is expected to drive the healthy competitiveness traits among the participants and increase their communication and presentation skills. NICC 1.0 is a good platform for the participants to communicate science and nurture diversity of thought. On the other hand, the education aspect of NICC 1.0 is highlighted through the dialogue and the pitching session where the participants will participate in the exchange of ideas. As the pitching and posters will be made known to the public, this hopefully will educate the public on the importance of chemistry in daily life.

Objectives:

ACS-UTP National Chemistry Week 2021

1. To nurture innovativeness and communication skills among the Malaysian youth.
2. To discover innovative chemistry-related initiatives among the Malaysian youth.
3. To celebrate the National Chemistry Week.
4. To increase awareness and interest among Malaysians on chemistry and its benefits.



ACS-UTP NEXT-IN-CHEMISTRY CHALLENGE 1.0

Target Audiences:

The target audiences are the undergraduates and secondary school students in Malaysia, regardless of year of study. The event is focused for students in chemical sciences and chemistry-related degree. Preliminary round of ACS-UTP Next-in-Chemistry Challenge 1.0 targeted 120 participants (60 groups). Estimation of participants for final round is 20 groups (10 groups of each category) consisting of 2 members per group with an advisor. Promotion will be sent to each ACS Student Chapter in Malaysia, and towards representatives in secondary schools.



ACS-UTP NEXT IN CHEMISTRY CHALLENGE 1.0

ACS-UTP National Chemistry Week 2021 Organization

Organizer:

ACS-UTP International Student Chapter

Co-organizer:

Fundamental and Applied Sciences Department (FASD), UTP

Partners:

Centre for Student Development, Universiti Teknologi PETRONAS

Institut Kimia Malaysia (IKM)- Perak branch as poc

**KEMENTERIAN PENDIDIKAN MALAYSIA**

Bahagian Sukan, Kokurikulum dan Kesenian
Aras 1, 2 & 7, Blok E13, Kompleks E
Pusat Pentadbiran Kerajaan Persekutuan
62604 PUTRAJAYA
MALAYSIA

Tel. :03 88841002
Faks :03 88841034
Laman Web :www.moe.gov.my

Rujukan Tuan:

Rujukan Kami: KPM.600-12/1/4 Jld. 23 (27)

Tarikh : 17 Ogos 2021

YBrs. Prof Madya Dr. Cecilia Devi Wilfred

Supervisor of NICC 1.0

Fundamental and Applied Sciences Department

Universiti Teknologi PETRONAS

32610 Seri Iskandar

Perak

YBrs. Prof Madya Dr.,

**MAKLUM BALAS PERMOHONAN PENGANJURAN PROGRAM DAN PENGLIBATAN
MURID BAGI MENYERTAI PERTANDINGAN ACS – UTP NEXT IN CHEMISTRY
CHALLENGE 1.0 (NICC 1.0) 2021**

Dengan segala hormatnya saya diarah merujuk perkara di atas dan surat daripada pihak YBrs. Prof Madya Dr. bertarikh 11 Ogos 2021 adalah berkaitan.

2. Sukacita dimaklumkan bahawa Kementerian Pendidikan Malaysia (KPM) telah menerima dan meneliti permohonan penganjuran program di atas daripada pihak YBrs. Prof Madya Dr. Pihak KPM mengalu-alukan inisiatif agensi kerajaan dan agensi bukan kerajaan dalam membantu membangunkan aktiviti kokurikulum di negara ini.
3. Walau bagaimanapun, berikutan kesan penularan jangkitan *Novel Coronavirus* (COVID-19) yang melanda seluruh dunia, penjarakan fizikal dan aktiviti berkumpulan secara bersemuka merupakan antara perkara yang perlu diberi perhatian dalam normal baharu. Ini menyebabkan banyak program khususnya aktiviti kokurikulum tidak dapat dilaksanakan seperti kebiasaan.
4. Sehubungan dengan itu, pihak KPM mengambil maklum akan permohonan pihak YBrs. Prof Madya Dr. serta **tiada halangan bagi penganjuran Pertandingan ACS – UTP Next In Chemistry Challenge 1.0 (NICC 1.0) 2021 secara dalam talian mulai 23 Ogos hingga 24 Oktober 2021 sahaja.** Surat maklum balas ini perlu dibaca bersama Surat Pekeliling Ikhtisas KPM Bil.8/2009, Bil.5/2018 dan Surat Siaran Pengurusan Kokurikulum Bil.2/2010 serta mematuhi Garis Panduan Pelaksanaan Aktiviti Sukan dan Kokurikulum KPM dan *Standard Operating Procedure (SOP)* yang telah ditetapkan oleh Majlis Keselamatan Negara (MKN) dan Kementerian Kesihatan Malaysia (KKM). Perkara yang perlu dipatuhi dalam melaksanakan aktiviti adalah seperti berikut:

...2/-

KPM.600-12/1/4 Jld. 23 (27)

- 4.1 pihak penganjur hendaklah mendapatkan kebenaran secara bertulis daripada pihak Jabatan Pendidikan Negeri (JPN), Pejabat Pendidikan Daerah (PPD) serta sekolah yang berkenaan;
- 4.2 semua murid terlibat hendaklah mendapat kebenaran dan persetujuan daripada pengetua/guru besar sekolah yang terlibat bagi menyertai program ini;
- 4.3 penyertaan murid hendaklah secara sukarela dan mendapat kebenaran daripada ibu bapa/penjaga;
- 4.4 pihak penganjur adalah bertanggungjawab untuk mendapatkan kelulusan penganjuran program daripada pihak-pihak berkaitan;
- 4.5 surat ini tidak boleh diguna pakai bagi maksud untuk mendapatkan sumbangan serta tajaan daripada mana-mana pihak berkenaan;
- 4.6 penyertaan murid tidak mengganggu atau menjejaskan waktu pengajaran dan pembelajaran (PdP)/Pengajaran dan Pembelajaran di Rumah (PdPR)/program/aktiviti sekolah;
- 4.7 pihak penganjur perlu mengemukakan draf poster/gegantung/hebahan digital/sijil untuk semakan BSKK/(Bahagian Berkaitan) sebelum diedarkan;
- 4.8 pihak penganjur hendaklah memberikan maklumat program kepada pihak sekolah supaya boleh dimaklumkan kepada murid yang terlibat;
- 4.9 sekiranya sekolah yang dijemput mempunyai program pada hari cuti hujung minggu, pihak penganjur perlu memberikan laluan murid yang terlibat untuk mengikuti program sekolah;
- 4.10 tiada implikasi kewangan kepada Kementerian Pendidikan Malaysia (KPM), Jabatan Pendidikan Negeri (JPN), Pejabat Pendidikan Daerah (PPD), sekolah dan murid yang terlibat. (SPI Bil.5/2018)
- 4.11 pihak penganjur hendaklah bertanggungjawab menanggung semua kos penganjuran program atau aktiviti yang dianjurkan termasuk pengangkutan, makan dan minum; **melainkan mendapat pertimbangan khas daripada Pendaftar;**
- 4.12 penggunaan logo KPM tanpa kelulusan adalah tidak dibenarkan. Pihak penganjur perlu mengemukakan permohonan penggunaan logo KPM berserta dokumen lengkap kepada **Unit Komunikasi Korporat selepas mendapatkan maklum balas permohonan penganjuran program ini;**
- 4.13 bagi tujuan pengiktirafan program, pihak penganjur perlu mengemukakan **satu salinan laporan program yang dijalankan (format seperti di Lampiran A) kepada Bahagian Sukan, Kokurikulum dan Kesenian, KPM tidak lebih dari 30 hari selepas tamat program;**

KPM.600-12/1/4 Jld. 23 (27)

4.14 KPM berhak menarik balik surat penganjuran program ini sekiranya pihak penganjur gagal mematuhi syarat dan peraturan yang ditetapkan atau bercanggah dengan dasar sedia ada yang sedang berkuat kuasa. Sebarang ketidakakuran akan memberikan kesan kepada permohonan agensi pada masa akan datang.

5. Maklum balas penganjuran program ini hanya untuk **Fundamental and Applied Sciences Department, Universiti Teknologi PETRONAS** yang akan menganjurkan **Pertandingan ACS – UTP Next In Chemistry Challenge 1.0 (NICC 1.0) 2021** secara dalam talian mulai **23 Ogos** hingga **24 Oktober 2021**. Sebarang kebenaran program baharu hendaklah dikemukakan kepada pihak Bahagian Sukan, Kokurikulum dan Kesenian, KPM.

6. Pihak YBrs. Prof Madya Dr. adalah dimohon untuk mengemukakan **Surat Setuju Terima** (rujuk **Lampiran B**) kepada pihak KPM dalam masa **dua (2) minggu** selepas menerima surat maklum balas permohonan bagi mengesahkan persetujuan untuk melaksanakan program. Sebarang pertanyaan berhubung perkara ini, pihak YBrs. Prof Madya Dr. boleh menghubungi **En. Muhammad Sanjay Bin Paramarie** di talian **03-88841017** atau e-mel **muhammad.sanjay@moe.gov.my**.

Sekian, terima kasih.

“PRIHATIN RAKYAT – DARURAT MEMERANGI COVID-19”

“WAWASAN KEMAKMURAN BERSAMA 2030”

“BERKHIDMAT UNTUK NEGARA”

Saya yang menjalankan amanah,


(HAJI RAZUKI BIN A. RAHIM)

b.p.: Pengarah

Bahagian Sukan, Kokurikulum dan Kesenian
Kementerian Pendidikan Malaysia

- s.k.:
1. Pengarah Bahagian Pengurusan Sekolah Harian
Kementerian Pendidikan Malaysia
 2. Pengarah Bahagian Pengurusan Sekolah Berasrama Penuh
Kementerian Pendidikan Malaysia
 3. Pengarah Bahagian Pendidikan Islam
Kementerian Pendidikan Malaysia
 4. Pengarah Bahagian Pendidikan dan Latihan Teknikal Vokasional
Kementerian Pendidikan Malaysia

KPM.600-12/1/4 Jld. 23 (27)

5. Pengarah Bahagian Pendidikan Swasta
Kementerian Pendidikan Malaysia
 6. Setiausaha Bahagian Genius
Kementerian Pendidikan Malaysia
-
7. Pengarah Jabatan Pendidikan Negeri (JPN)
(u.p.: Ketua Penolong Pengarah, Sektor Pembangunan Murid JPN)

Sanjy/Surat_Maklumbalas_2021/MyDoc

LAMPIRAN A

LAPORAN
(NAMA AKTIVITI)

- 1.0 Nama Program/Aktiviti
- 2.0 Tarikh Pelaksanaan
- 3.0 Mod Pelaksanaan
- 4.0 Penyertaan (jantina/bangsa)

NO	SEKOLAH	DAERAH/ NEGERI/ NEGARA	JANTINA		BANGSA				JUMLAH	
			L	P	MELAYU	CINA	INDIA	LAIN- LAIN	MURID	GURU
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
JUMLAH										

- 5.0 Jadual Pengisian / Pelaksanaan Aktiviti
- 6.0 Peruntukan / Perbelanjaan Yang Diturunkan (***)*Jika berkaitan*)
- 7.0 Tetamu Kehormat (VIP) (***)*Jika berkaitan*)
- 8.0 Pemenang (***)*Jika berkaitan*)
- 9.0 Isu dan cabaran
- 10.0 Cadangan penambahbaikan
- 11.0 Gambar

Disediakan oleh:

Tarikh:

KPM.600-12/1/4 Jld. 23 (27)

LAMPIRAN B

CONTOH SURAT SETUJU TERIMA

Rujukan Tuan:

Rujukan Kami:

Tarikh:

Pengarah

Bahagian Sukan, Kokurikulum dan Kesenian

Kementerian Pendidikan Malaysia

Aras 1,2 & 7, Blok 13

Kompleks Kerajaan Parcel E

Pusat Pentadbiran Kerajaan Persekutuan

62604 PUTRAJAYA

Tuan,

SURAT SETUJU TERIMA KEBENARAN PENGANJURAN PROGRAM DAN PENGLIBATAN MURID DALAM _____

Dengan hormatnya perkara di atas adalah dirujuk dan surat Bahagian Sukan, Kokurikulum dan Kesenian (BSKK) bernombor rujukan: _____ bertarikh _____ adalah berkaitan.

2. Dimaklumkan bahawa pihak (nama agensi penganjur) _____ **mengesahkan persetujuan** untuk melaksanakan/menaja program yang dimohon berdasarkan terma dan syarat pelaksanaan/tajaan program/aktiviti kokurikulum seperti yang dinyatakan pada para 4.1 hingga 4.14 dalam surat Maklum Balas Penganjuran Program dan Penglibatan Murid dalam (nama program) _____ mulai _____ hingga _____.

3. Pihak (nama agensi penganjur) _____ akan mengemukakan **satu salinan laporan program** yang dijalankan kepada BSCK **tidak lebih dari 30 hari selepas tamat program** bagi tujuan pengiktirafan program.

4. Sebarang pertanyaan berhubung perkara ini, pihak tuan boleh menghubungi (nama pegawai) _____ di talian (no.telefon bimbit) _____ atau e-mel _____.

Perhatian dan kerjasama pihak tuan dalam perkara ini adalah amat dihargai

Sekian, terima kasih.

Saya yang benar,

.....
(Nama)

Jawatan