THIRD COUNTRY TRAINING PROGRAMME (TCTP) GENERAL

INFORMATION ON

TRAINING MANAGEMENT COURSE FOR MYANMAR CUSTOMS

1st UNTIL 12th AUGUST 2016

Joint Collaboration between:

Organised by:

ROYAL MALAYSIAN CUSTOMS ACADEMY (AKMAL)
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1. COURSE TITLE

This training programme is entitled,

“Training Management Course for Myanmar Customs”

2. BACKGROUND

The ASEAN heads of State/Government at their Summit in 2000 launched the Initiative for ASEAN integration (IAI) to narrow the development divide and enhance ASEAN’s competitiveness as a region. The government of Malaysia has been making visible efforts through Malaysian Technical Cooperation Programme (MTCP) to shares its development experiences and expertise with other developing countries such as CLMV. In line with this, JICA Malaysia Office has been implementing Third Country Training Programme (TCTP) with the cooperation of the Ministry of Foreign Affairs, Malaysia (MFA) to contribute to IAI Work Plan II.

AKMAL was approved as the regional training centre (RTC) by World Customs Organization (WCO) in March 2004 and has been providing international training programmes since then. As the only RTC amongst ASEAN member countries, AKMAL has developed a variety of training modules including training management. In line with this, AKMAL will contribute and enhance human resource development particularly in the area of Customs training management for an emerging ASEAN market such as Myanmar.

3. OBJECTIVES

The main objectives of the course are:

- To guide Myanmar Customs on organising training programmes to enhance training management capability of Myanmar Customs
- To share Malaysia’s and Japan’s good practices on training management including planning, implementation and evaluation of training programmes

4. OUTPUTS

Upon completion of this course, participants would be able to:

- Study various management tools and strategies in the management of a Customs training center
- Gain useful experiences and insights from comparative studies of the Malaysian and Japanese training management concepts.
- Establish good working relationships and networking amongst the participants and between the Malaysian and Japanese counterparts
- Develop a plan of action for Myanmar Customs

5. TARGET COUNTRIES, ORGANIZATION AND PARTICIPANTS

This course is developed for the following countries, organizations, and participants:
5.1 Target Countries and Organizations

Myanmar Customs

5.2 Target Participants

This course is developed for:

- Government officials from the Myanmar Customs
- Applicants whose major task are trainers in the Myanmar Customs Training Unit.

**Total Number of Participants**

The maximum number of participants shall be ten (10) in total.

6. REQUIREMENTS FOR ADMISSION

Applicants of the course are obliged to fulfill the following requirements:

1. Should be nominated and obtained approval by their respective country government (detailed procedure is stated in 15. APPLICATION PROCEDURE AND ENQUIRIES);

2. Should be able to provide a colour passport copy (cover page and biodata page) and a passport-sized colour photo to the course organiser no later than **seven (7) weeks** before the course commences for immigration application process. The passport must be **valid for one (1) year** from the date of entry to Malaysia;

3. Must abide the procedure to obtain Visa-With-Reference before entering Malaysia (detailed information is stated in 10.2. VISA);

4. The participants’ age must be between 26-50 years;

5. Should have practical experience of more than five (5) years in customs operation (please include more than 5 participants with practical experience of custom officers training management);

6. Should possess a good command of written and spoken English (A phone interview with short-listed candidates will be conducted by the Embassy of Malaysia before a final decision is made);

7. Good health, physically and mentally, in order to complete the course (applicants must submit his/her medical certificate in the application form);

8. Have not participated in any training programme under MTCP; (9) Not to be serving in the military;

9. Women are encouraged to apply;

10. Comply with Malaysian Custom, Health and Quarantine regulations which are listed in the attached documents, “GENERAL INFORMATION ON MALAYSIA.”
The organizer reserves the right not to consider applications that do not fulfill any of the above criteria.

7. COURSE DESCRIPTION

7.1 Duration

The duration of the course is two (2) weeks including weekend(s). It will be held from 1st August – 12th August, 2016.

7.2 Venue

The course will be conducted at the following venue:

- Venue: Royal Malaysian Customs Academy (AKMAL), Malaysia.
- Address: Bukit Baru, Hang Tuah Jaya, 75730 Melaka, Malaysia
- Tel: +606 233 1119
- Fax: +606 231 3526
- URL: http://www.akmal.gov.my

7.3 Language

The course will be fully conducted in English.

7.4 Curriculum and Schedule

The course shall include classroom lectures, seminars and hands-on training for Myanmar Customs. Field visits are an important component of the course whereby participants will visit various public and private organizations as well as historical landmarks in Malaysia that relate to the course objectives.

The tentative course schedule is as attached in Appendix 1.

7.5 Certificates

Certificates will be awarded upon successful completion of the course.

8. COUNTRY REPORT, ACTION PLAN, AND SUMMARY REPORT

Participants’ presentations on the challenges/problems they are facing in their respective countries (8.1 Country Report) and on their Plan of Action (8.2 Plan of Action) are one of the key elements of the course.

Participants are also required to summarize the lessons learnt throughout the course in a form of two-page report (8.3 Summary Report) before the end of the course. The Summary Report will be sent to their respective Ambassador to Malaysia through the diplomatic channel.

8.1 Country Report

Areas to be highlighted:
• Summary of the duties and responsibilities of participants’ organization/agency
• Challenges and problems in the participants’ respective countries in training management
• Expectation for the course

Speaker: Representative of the respective countries.

Presentation Time and Tool: The Country Paper will be presented at the beginning of the course. Each speaker is expected to provide a 10-minute presentation which is followed by a 20-minute question and answer session. It is recommended to use MS Power Point during the presentation.

For guidelines for preparing country paper, please refer to Appendix 2.

8.2 Plan of Action (PoA)

Areas to be highlighted:
• Title of the Plan
• Plan and implementation strategies for the challenges/problems
• How to apply knowledge/lessons learnt from the course to the plan

Speaker: representative of the group.

Presentation Time and Tool: The Plan of Action will be presented toward the end of the course. Each speaker is required to present a 10-minute oral presentation which is followed by a 5-minute question and answer session. It is recommended to use MS Power Point during the presentation.

8.3 Summary Report

Objectives: summarize lesson learnt throughout the course in Malaysia and how it is approachable to their respective countries (one or two pages).

Deadline for the submission: Not later than closing date of the course. The report will be sent to the respective Ambassador to Malaysia through the diplomatic channel.

9. ALLOWANCES, BENEFITS, AND PARTICIPANTS’ RESPONSIBILITIES

9.1 Allowances and Benefits

Participants will be provided with the following allowances and benefits:

• Economy class air travel from the capital city of the participants to and from Malaysia. Tickets will be issued upon confirmation of acceptance¹.
• Accommodation², medical and travel insurance, and transportation facilities within Malaysia.
• Per diem or daily allowance throughout the duration of the course according to the MTCP/TCTP regulations³.
• Transportation fee for official site visits within Malaysia, including airport transportation.

Note¹: Flight itinerary is not negotiable.
Note 2: All participants will be provided accommodation during official visits at selected hotel in Penang and Kuala Lumpur by the organiser. Accommodation will be on a single room basis.

Note 3: The per diem would only cover the official course duration, with consideration is given to include per diem for arrival a day before the course commences and a day after courses ended. However, the per diem for the last day is subjected to the departure date. If, the departure date coincides with the last day of the course, payment of the per diem would only be given for the coincided date. Note that some portion of the per diem shall be deducted for meals and the amount received varies depending on organizer.

The organiser will not bear costs other than the allowance and benefits described above.

9.2 Participants’ Responsibilities

The organiser is not responsible for the following expenses:

- Passport fees (for re-issuance and extensions, etc)
- All costs in relation to obtaining visa to enter Malaysia is to be borne by the participants/sending government. This includes third country visa fees and transportation expenses to obtain visa (VWR).
- Home country domestic travel expenses
- Departure tax
- Airport tax/airport facility charges outside of Malaysia, including third countries
- Customs duty
- Excess baggage charges
- Compensation for lost and/or damaged baggage
- “no show charge” to the transit airport hotel (non-refundable)
- Lost – ticket fee
- Transportation expenses other than official site visits
- All personal expenses on personal interests such as telephone bill, mini-bar tab at accommodation, and shipping charges of books or training materials shall be borne by the participants.

Note: When these taxes should be paid separately from airfare.

10. PASSPORT, VISA, AND VACCINATION FOR YELLOW FEVER

10.1 Passport

All participants are required to have a valid passport (one (1) year of validity from the date of entry to Malaysia). All expenses to obtain the passport should be borne by the participants.

Successful participants are required to submit a coloured photocopy of the first page of their valid passport and a coloured passport size photo to the organiser by e-mail for immigration processing not later than seven (7) weeks before the course commences.
10.2 Visa (Visa-With-Reference)

It is mandatory under MTCP for all the MTCP/TCTP participants to follow the Visa With Reference (VWR) application procedure. This will minimize complication at the Immigration counter at the Kuala Lumpur International Airport (KLIA) and throughout the training programme.

Upon receiving the passport colour copy (cover page and biodata page), passport sized colour photo and acceptance Letter from the selected participants; the organiser will apply for VWR at the Department of Immigration in Malaysia and obtain specific VWR Approval Letter for the participants. A copy of this VWR Approval Letter will be sent directly to the participant and related Malaysian Mission. All the participants must follow the procedure as stated below.

If the selected participants do not agree to obtain the VWR or adhere to the necessary procedure, the organiser reserves the right to revoke their participation.

Specific Approval Letter

The participants who received the specific VWR Approval Letter are required to obtain a VWR stamp at the specified Malaysian Mission before entering Malaysia.

The organizer will provide flight itinerary that supports visa transit at a third country and may also provide accommodation depending on flight connection. However, the following cost involved in obtaining the VWR at a Malaysian Embassy in a third country would not be borne by the organizer:
1. Third country visa;
2. Visa fee for Malaysian visa (VWR);
3. Transportation expenses to obtain visa; and
4. Any other personal expenses

Please take note that the flight itinerary and accommodation are not negotiable.

11. MEDICAL AND DENTAL TREATMENTS

Medical treatments are provided at government hospitals/clinics only and the expenses will be borne by the Government of Malaysia. In case of an emergency, participants are eligible to be admitted to government hospitals/clinics.

Dental treatments are restricted to extraction and filling only.

12. INSURANCE

All successful participants are covered under a Group Travel Insurance Policy arranged by the organiser during the stay in Malaysia (from the arrival date to the departure date). The insurance does not cover any pre-existing conditions/illness or any outpatient medical/dental treatment. Participants are personally liable for all medical expenses beyond what is covered by the Group Personal Accident Insurance Policy.
As the coverage is limited, participants are advised to make their own arrangements to obtain adequate medical insurance coverage for their stay in Malaysia. The cost for the insurance is to be borne by the participants or the government of participating country.

13. GENERAL CONDITIONS OF TCTP PARTICIPANTS

All applicants are subjected to abide by the following conditions of TCTP participants throughout the course:

Participants shall conduct themselves at all times in a manner compatible with their responsibilities as TCTP participants and abide by Malaysian laws, rules and regulations and specific regulation of the organiser.

1. In the classroom, participants are required to dress appropriately which includes long-sleeved shirts with ties, tailored pants and blazer or uniform for men. Lady participants are required to dress appropriately and modestly. It is also advisable for participants to bring along warm clothing such as sweaters and shawls as lectures are conducted in air-conditioned classrooms. For formal occasions, participants are required to wear lounge suit/national costume. Slippers, shorts and jeans are NOT allowed during the programme but allowed only in the confine of participants’ rooms at the designated hotel/hostel.

2. Requests for change of course or extension of the training period will NOT be entertained. Participants should fully participate in all activities related to the course. Participants are NOT allowed to attend official functions (which are not included in the planned course programme) and/or personal functions (including but not limited to personal appointments with acquaintance in Malaysia) during the course of the programme.

3. Participants are NOT allowed to leave Malaysia during the course.

4. Participants are NOT allowed to participate in any political and/or commercial activities in any capacity whatsoever. Participants shall NOT take up paid employment or serve as staff of their official representatives in Malaysia.

5. Participants are NOT allowed to bring along their spouses or any member of their family for the duration of the course. Request for single accommodation occupancy due to the existence family members are NOT entertained. Participants will be required to return immediately to their own countries upon completion of the course.

6. The TCTP participation may be terminated at any time due to unsatisfactory conduct, breach of the conditions of TCTP participants, failure to make satisfactory progress or as deemed necessary by the organiser.

7. Participants who are found to be medically unfit during the course will be required to return to their country immediately and not be given any certificate.

14. OTHER GENERAL REGULATIONS AND OBLIGATIONS

In addition to the conditions stipulated in above, TCTP participants are also required to observe the followings:

1. To observe the course schedule by punctual attendance;

2. To attend/participate actively in all sessions including study visits;

3. To follow the travel schedule arranged by the organiser with regard to departure from Malaysia;

4. To carry out instructions and abide by conditions as stipulated by the organiser;
(5) To discontinue the course, should participants fall seriously ill and be considered unable to continue the course;

(6) To refrain from committing any illegal or immoral acts. Should participants be found in contravention of this requirement, they will be barred from attending the course and will be asked to leave the course with immediate effect;

(7) Participants must respect the local customs and observe the rules and regulations at the place of accommodation and not to change accommodation designated by the organiser.

(8) To observe the rules and regulations of the organiser or establishment with which participants are visiting or attached to;

(9) To remain in Malaysia and complete the whole duration of the programme without any leave of absence.

(10) Participants who do not comply with the general conditions, regulations and obligations of the TCTP participants would be reported to their respective Embassies or High Commissions as well as to the Head of their respective organizations.

(11) Participants are fully responsible for their own valuables and belongings while travelling and while in Malaysia. Any losses due to negligence will not be compensated by the organisers.

(12) Participants will not utilize knowledge and skills acquired in the training for military purposes.
15. APPLICATION PROCEDURE

A government applying for the course on behalf of its nominee(s) shall forward the completed and endorsed Application Form for each nominee to the Government of Malaysia through the diplomatic channels via Note Verbale addressed to the Embassy of Malaysia.

Application procedure and enquiries are as follows:

15.1 Application Form

All applications must be made via the standard application form, which is attached to this brochure and also obtainable from the Embassy of Malaysia or JICA offices in the respective countries. All sections of the form, including medical report must be completely filled or printed according with CAPITAL LETTERS.

15.2 Supporting Documents

Participants with the following health condition are strictly requested to attach the following documents in order to minimize the risk for their health.

Pregnant participants

- A letter from the participant that indicate she is personally liable for and shall indemnify the Government of Malaysia against all liabilities with regard to her pregnancy and would bear all economic and physical risks associated with her pregnancy.
- Medical support letter by certified medical officers.

Participants having contagious/chronic diseases

- A letter by government medical officers that certifies participation in the program does not harm participants' health and health of other participants. In addition, the letter should also certify that the travel and the programme would not further exacerbate the participant’s existing health condition.

15.3 Endorsement

All application forms must be duly completed and endorsed by the Ministry of Foreign Affairs or National Focal/Aid Coordinator Agency in the respective countries (the relevant ministry or agency responsible for the overall coordination of international technical assistance).

Please take note that incomplete and/or unendorsed forms will not be processed.

15.4 Application Submission

Application form which has been endorsed and approved should be submitted ONLY through the diplomatic channel via Embassy of Malaysia in the respective countries no later than 01 June, 2016.
Note*: Application forms must submit from the Ministry of Foreign Affairs in the respective countries with a Note Verbale to the Ministry of Foreign Affairs in Malaysia via the nearest Malaysia High Commission/Embassy.

Please take note that the forms that are submitted after the above deadline will not be processed.

The flow of application forms submission (diplomatic channel) is as per Appendix 4.

15.5 Correspondence

All nominees must provide current, correct and reliable data as stated below. Confirmation of the course and other notifications will be made using e-mail address.

- Office address, office telephone number and office fax number;
- Residential address and telephone number;
- Contactable hand phone number, and;
- Contactable office and/or personal e-mail address/es.

15.6 Notifications to the Selected Participants

AKMAL will notify successful applicants no later than 22 June, 2016 via email.

15.7 Contact Information

Contact information of the following is as per attached in Appendix 5:

- Malaysia Embassy or High Commission in the invited countries or in the nearest countries;
- National Focal Agencies in the invited countries; and
- JICA Offices in the invited countries or in the nearest countries.

For any inquiries regarding this course, please contact:

Royal Malaysian Customs Academy (AKMAL)
Address : P.O.Box 160, Bukit Baru, Hang Tuah Jaya, 75730 Melaka, Malaysia
Tel : +606 – 233 1119
Fax : +606 – 231 3526

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Or visit the homepage at http://www.akmal.gov.my
Malaysian Technical Cooperation Programme (MTCP)

The Malaysian Technical Cooperation Programme (MTCP) was first initiated at the First Commonwealth Heads of Government Meeting (CHOGM) in Sydney in February 1978. It was officially launched on 7 September 1980 at the Commonwealth Heads of State Meeting in New Delhi, India, to signify Malaysia's commitment to South-South Cooperation, in particular Technical Cooperation among Developing Countries (TCDC).

In line with the spirit of South-South Cooperation, Malaysia through MTCP shares its development experiences and expertise with other developing countries. The MTCP was first formulated based on the belief that the development of a country depends on the quality of its human resources. The programme forms part of the commitment of the Malaysian Government towards the promotion of technical cooperation among developing countries, strengthening of regional and sub-regional cooperation, as well as nurturing collective self-reliance among developing countries.

The MTCP emphasizes the development of human resources through the provision of training in various areas which are essential for a country's development such as agriculture, economy, finance and trade, education, environment, industrial technical training, diplomacy, public management and administration, professional services, social development and science, technology and ICT. Since its inception, more than 30,686 participants have been directly trained under MTCP. Currently, MTCP is extended to 142 recipient developing countries in the ten (10) key areas.

The MTCP has been managed by the Economic Planning Unit, Prime Minister’s Department since its inception. In a move to further enable MTCP to spread its wings wider and stronger, the Malaysian Government has decided to transfer the MTCP to the Ministry of Foreign Affairs from 1 January 2010. It is envisaged that emplacing it under the Ministry of Foreign Affairs could provide the synergy and support it requires in line with Malaysia's foreign policy. As the focal point for the MTCP, the Ministry of Foreign Affairs of Malaysia (Wisma Putra) is responsible to formulate policies, fund, coordinate, monitor and evaluate the MTCP programmes.

The Objectives of MTCP are:

- To share development experiences with other countries;
- To strengthen bilateral relations between Malaysia and other developing countries;
- To promote South-South Cooperation; and
- To promote technical cooperation among developing countries.
Programmes under the MTCP

There are five types of cooperation available under the MTCP as follows:

- Provision of long-term fellowship and scholarship for post-graduate and undergraduates courses at Malaysian Public Universities;
- Provision of short-term specialized training for participants at various training institutions and Government agencies in Malaysia;
- Study visits and practical attachment at participating Governments agencies in Malaysia;
- Advisory services by Malaysian experts; and
- Other assistance, including socio-economic projects and provisions of supplies and equipment on a very selective basis.

Third Country Training Program (TCTP)

The MTCP also collaborates with international organizations such as the Japan International Cooperation Agency (JICA), Colombo Plan, Commonwealth Fund for Technical Cooperation (CFTC), German International Agency (GIZ), Islamic Development Bank (IDB) through Third Country/ Trilateral Cooperation Training Programme (TCTP). These TCTPs are organised through partnerships with several MTCP training institutions.

For further inquiries regarding MTCP, please contact:

International Cooperation and Development Division (ICADD) Department of Multilateral Affairs
Ministry of Foreign Affairs
WISMA PUTRA
No. 1, Jalan Wisma Putra
Precinct 2
62602 Putrajaya
MALAYSIA

Telephone : 603 - 8887 4261
Facsimile : 603 – 8889 2936
Website : http://mtcp.kln.gov.my
E-mail : mtcp@kln.gov.my/
Japan began process of extending aid to developing countries while receiving aid itself from the World Bank in the 1950s. In 1954, Japan joined the Colombo Plan, an organization set up in 1950 to assist developing countries in their socio-economic development.

Since then, the Japanese Official Development Assistance (ODA) provided in the form of technical cooperation (by Japan International Cooperation Agency), ODA loans (by Japan Bank for International Cooperation) and grant aid (by Ministry of Foreign Affairs), has been aimed at assisting the socio-economic development of the developing countries. In 2015 ODA that has built up a 60-year history revised as Development Cooperation Charter.

The basic tenets of the Development Cooperation are:
- As peace-loving nation, contribute to the world through cooperation for non-military purposes.
- Human security (Focus on individuals and cooperation for their protection and empowerment).
- Collaboration with developing countries in equal partnership

To promote Development Cooperation, the Japan International Cooperation Agency (JICA) was established in 1974 as a special public institution of the Japanese Government. In October 2008, the ‘Overseas Economic Cooperation Operations’ of Japan Bank for International Cooperation (JBIC) merged with JICA. The merger made new JICA became the world’s largest bilateral development agency and a ‘One Stop Shop’ for development assistance as it is now able to provide technical cooperation, ODA loans and grant aid all under one roof.

The vision statement of New JICA hinges on the commitment and strong support in two critical areas of development, namely inclusive and dynamic development. In order for the new vision to materialise New JICA will focus on four missions. The four mission statements in brief are:

- **Addressing the global agenda.** The process of globalisation has brought about both the positive and negative effects, especially to developing countries to cope with. New JICA will capitalise on Japan’s vast experience and technologies, working in tandem with other international bodies, to address the issues confronting the developing countries.

- **Reducing poverty through equitable growth.** Poverty eradication has been the concern of many international bodies in the light of the current world
economic crisis. New JICA will support and undertake measures to enhance skills and build capacity of the human resource and provision of social and economic infrastructures.

- **Improving the governance.** Realizing the importance of the role of efficient governance to spur the economic growth of a nation New JICA will render the support and propose effective systems to be implemented.

- **Achieving human security.** Inculcating and ensuring a threat free environment is of paramount importance for development to take place.

For further information please contact:

Japan International Cooperation Agency (JICA) Malaysia Office  
Suite 29.03, Level 29, Menara Citibank  
165, Jalan Ampang  
**50450 KUALA LUMPUR**  
MALAYSIA

Officers in charge:  
Ms. Tomoko Miyagawa, Representative, e-mail: Miyagawa.Tomoko @jica.go.jp  
Mr. Tan Siew Chan, Programme Manager, e-mail: TanSiewChan.MS@jica.go.jp

Telephone: +603-2166 8900  
Facsimile: +603-2166 5900  
Website: http://www.jica.go.jp/malaysia/english/index.html or the nearest JICA Office in your country.

(Addresses of JICA overseas Offices can be found in JICA webpage: http://www.jica.go.jp/english/countries/index.html)
The Royal Malaysian Customs Academy’s (RMCA’s) main objective is to translate and implement the RMC’s training philosophy and training policy through the application of Systematic Approach to Training (SAT) to ensure that AKMAL will become a World Class Training Center, in line with the vision of the RMC. AKMAL Melaka, as the main campus and its regional and sub-regional campuses of AKMAL Langkawi, AKMAL Sabah, AKMAL Sarawak, AKMAL Tanjung Surat and AKMAL Rantau Panjang are responsible for the training of over 3000 RMCA’s staff annually.

AKMAL is also one of the seven WCO Regional Training Centre for the Asia Pacific Region, Point of Contact for the Commonwealth Secretariat, Country Coordinator for Training and Human Resource Development under the Initiatives for ASEAN Integration (IAI) and Strategic Plan for Customs Development (SPCD). The academy is also involved in environmental protection projects funded by the United Nations Developing Programme (UNDP) and the Organization for the Prohibition of Chemical Weapons (OPCW).

AKMAL was first established in 1956 on a plot of land measuring 11 acres at Penghulu Abas Street, Bukit Baru, Melaka. In the early days it was known as the Federal Customs Training Centre consisting of two blocks of buildings for the office, classroom and dormitory. In 1957, the training centre changed its name to the Federal Customs Training School which conducts refresher course for Customs Officers. During the 1960s the academy function had been expended to train Assistant Superintendent of Customs. After being awarded the title “Royal” by His Majesty the King on 2 April 1963, the Federal Customs Training School was renamed The Royal Malaysian Customs Training College. In 1987, training college was again renamed as The Royal Malaysian Customs Academy in line with the increasing role in capacity building for the RMC. With the increasing role, office building, dormitories and lecture rooms has been added and upgraded towards meeting the emerging needs of the participants and meeting the World Customs Training Centre standards.
MALAYSIA: GENERAL INFORMATION

Geographical Location

Situated between 2º and 7º to the North of the Equator line, Peninsular Malaysia is separated from Sabah and Sarawak by the South China Sea. In the northern part of Peninsular Malaysia lies Thailand, and in the south, neighbouring Singapore. Sabah and Sarawak are bounded by Indonesia while Sarawak also shares borders with Brunei, 329,758 square km.

Population

30.64 million (1st Jan 2015)

Capital City Kuala Lumpur

People

Malays comprise 57% of the population, while the Chinese, Indian and other Bumiputeras and others make up the rest of the country's population. The majority of the population are Muslims and the people of Malaysia welcomes visitors that respect its local customs and traditions.

Language

Malay Language (Bahasa Melayu) is the national language in use, but English is widely spoken and is the national second language. The ethnic groups also converse in the various languages and dialects.

Religion

Islam is the official religion of the country, but other religions are widely practised.

Government

Malaysia adopts the bicameral parliament which consist of the House of Senate and the House of Representatives. The head of the country is the King or the Yang Di-Pertuan Agong, a position which is rotated every five years among the Malay Sultanates. The head of government is the Prime Minister.

Weather

The country experiences tropical weather year-round. Temperatures are from 21ºC (70ºF) to 32ºC (90ºF). Higher elevations are much colder with temperatures between 15ºC (59ºF) to 25ºC (77ºF). Annual rainfall varies from 2,000 mm to 2,500 mm.

Economic Profile

Manufacturing constitutes the largest single component of Malaysia's economy. Tourism and primary commodities such as petroleum, palm oil, natural rubber and timber are major contributors to the economy.

Currency
The monetary unit of the country is Ringgit Malaysia (MYR) and is written as RM. The exchange rate is valued at USD 1 = RM 4.25 (subject to change). Foreign currencies can be exchanged at banks and money changers.

**Time**

Eight hours ahead of GMT and 16 hours ahead of U.S Standard Time.

**Electricity**

Voltage is 220 – 240 Volt AC at 50 cycles per second. Standard 3-pin square plugs and socket are used.

**Measurement and Weight**

Malaysia follows the metric system for weight and measurement.

**Telephone**

Local calls can be made from public phones using coins or prepaid cards. International calls can also be made using card phones or at any Telekom office.

**Entry Requirements**

Persons seeking entry into Malaysia must be in possession of a valid passport and visa or other internationally recognized travel documents endorsed for travel in Malaysia. Such passports or other travel documents must be valid for at least six months beyond the period of stay allowed in Malaysia.

**General Health Regulations**

CHOLERA: No cholera vaccination is required for travellers entering Malaysia. YELLOW FEVER: Vaccination is required for arrival from infected areas and from Yellow Fever Endemic Zones except for children under one year old. If a person is unable to produce a valid certificate of vaccination against Yellow Fever, he/she can be quarantined until his/her certificate becomes valid.

**Clothes**

Light, cool and smart casual. Some establishments require long-sleeves shirt with tie or local batik shirt for the evening. For more formal occasions, suit, jacket and tie or national costume are best.

**Drugs/Littering**

Illegal trafficking of illicit drugs **carries a death penalty.** Littering **carries a fine of up to RM 500.00.**

**Smoking Policy**

AKMAL is gazetted as a Free Smoking Zone by the Malaysian Ministry of Health. Hence all participants are **strongly prohibited** from smoking in AKMAL.
1. Customs Regulations

Customs Duty Exemption 2008, Clause 19 allows Malaysian citizens and visitors to import goods, provided they abide by these conditions:

<table>
<thead>
<tr>
<th>Wine, liquor/liquor malt</th>
<th>All not more than 1 litre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tobacco</td>
<td>200 cigarettes / 50 cigars / 225 gm</td>
</tr>
<tr>
<td>Clothes/Apparel</td>
<td>Not more than 3 pieces</td>
</tr>
<tr>
<td>Shoes</td>
<td>Not more than 1 pair</td>
</tr>
<tr>
<td>Cosmetics or electronic, personal care items/toiletries or using batteries</td>
<td>Not more than 1 unit</td>
</tr>
<tr>
<td>Duty food item</td>
<td>Not more than RM75</td>
</tr>
<tr>
<td>Souvenirs/Gifts</td>
<td>Not more than RM400</td>
</tr>
</tbody>
</table>

The above goods can be imported and exempted from customs duty if these conditions are followed:

- a. The goods are imported together or in the visitors’ baggage;
- b. Goods are for personal and regular usage; and
- c. Visitors can convince the Customs Officer that they are not Malaysian citizens and are only planning to stay in Malaysia for less than 72 hours.
- d. Visitors who carry goods exceeding the stated duty free limit must pay full tax fees for the excess with a ratio of 30% from the worth of goods.

*Notes: Subject to current rules and regulations and for further information kindly log into customs website at [http://www.customs.gov.my/](http://www.customs.gov.my/).*

2. Vaccination Requirements

A Yellow Fever vaccination certificate is required from all visitors coming from/through Yellow Fever endemic countries. They are required to bring along their Yellow Fever vaccination certificates, which must be valid. A vaccination certificate against Yellow Fever disease will be valid if the vaccination is taken at least 10 days prior to the date of arrival in Malaysia and the validity of the vaccination is for a period of 10 years. This requirement also applies to those who had visited Yellow Fever endemic countries within one week prior to arrival in Malaysia. In accordance with Article 68 of the International Health Regulations of the World Health Organisation, a person without a valid Yellow Fever vaccination certificate shall be quarantined upon arrival in Malaysia.
3. Quarantine Regulations

REQUIREMENT PRIOR TO DEPARTURE FROM COUNTRY OF ORIGIN

Visitors intending to bring plants, planting material (e.g. seeds, cutting), and plant produce (e.g. fruits, vegetables), rooting media (e.g. peat moss) or any micro-organism must obtain an import permit from the Department of Agriculture Malaysia in Kuala Lumpur.

The consignment must fulfill the requirements in the import permit and certified by a valid phytosanitary certificate issued by the plant protection organisation in the country of origin. The consignment must be accompanied by both documents mentioned above. All equipments or personal belongings must be cleared and free from soil.
# TENTATIVE COURSE SCHEDULE

<table>
<thead>
<tr>
<th>Day</th>
<th>Topic / Subject Matter</th>
<th>Objectives</th>
<th>Methodology</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Day 1</strong></td>
<td>Arrival of the participants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31 July</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Sunday)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Day 2</strong></td>
<td>Familiarization of AKMAL &amp; Course Briefing</td>
<td>Participants will be able to be familiar with the fraternity and working culture of AKMAL</td>
<td>Presentation, Video, Tour of AKMAL, Q &amp; A</td>
<td>2 Hours</td>
</tr>
<tr>
<td>1 August</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Monday)</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Day 3</strong></td>
<td>Group Dynamic Activities</td>
<td>Participants will be able to create ‘esprit de corps’ among themselves</td>
<td>Group Interaction, Presentation, Video, Discussion</td>
<td>4 Hours</td>
</tr>
<tr>
<td>2 August</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Tuesday)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Day 4</strong></td>
<td>Malaysia the Way Forward-Historical, Cultural, Economical, Social and Political Perspective</td>
<td>Participants will be able to understand Malaysia from the historical, social, cultural and political perspectives</td>
<td>Presentation Video, Presentation Q &amp; A</td>
<td>3 Hours</td>
</tr>
<tr>
<td>3 August</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Wednesday)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Day 4</strong></td>
<td>Country Paper / Report-Sharing Best Practices on Training Management</td>
<td>Participants will be able to share their experiences on training Management and Best Practices on Effective Training Management</td>
<td>Presentation Question &amp; Answers Discussion</td>
<td>2.5 hrs</td>
</tr>
<tr>
<td>3 August</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Wednesday)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Day 4</strong></td>
<td>The RMC - Approach to training : Define</td>
<td>Participants will be able to explain the concept of training, TNI/TNA, methods and sources of information. Participants will be able to conduct a Task Analysis survey and differentiate between training and non-training needs</td>
<td>Presentation Question &amp; Answers Discussion</td>
<td>4 Hours</td>
</tr>
<tr>
<td>3 August</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Wednesday)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Day</td>
<td>Date</td>
<td>Session</td>
<td>Description</td>
<td>Duration</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------</td>
<td>----------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Day 5</td>
<td>4 August (Thursday)</td>
<td>The RMC – Approach to training: Design</td>
<td>Participants will be able to develop a module based on the TNA</td>
<td>2 Hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The RMC – Approach to training: Develop</td>
<td>Participants will able to develop a program/event and lesson plans based on a module</td>
<td>2 Hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The RMC – Approach to training: Deliver</td>
<td>Participants will be able to understand the roles and responsibilities of course coordinators and lecturers / trainers</td>
<td>4 Hours</td>
</tr>
<tr>
<td>Day 6</td>
<td>5 August (Friday)</td>
<td>Training Evaluation</td>
<td>Participants will be able to explain the purpose and methodology of evaluation</td>
<td>3 Hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RMC - WCO CLiKC module/platform</td>
<td>Participants will able to know WCO- CLiKC</td>
<td>2 Hours</td>
</tr>
<tr>
<td>Day 7</td>
<td>6 August (Saturday)</td>
<td>Preparation of Plan of Action / Free &amp; Easy / Travel to Kedah</td>
<td></td>
<td>Stay in Penang</td>
</tr>
<tr>
<td>Day 8</td>
<td>7 August (Sunday)</td>
<td>Visit Kedah Customs</td>
<td>Participants will be able to understand and observe the outcome of the training conducted by AKMAL at the operation level</td>
<td>Stay in Penang</td>
</tr>
<tr>
<td>Day 9</td>
<td>8 August (Monday)</td>
<td>Travel Back to KL</td>
<td>Sightseeing Malaysian experience</td>
<td>Stay in KL</td>
</tr>
<tr>
<td>Day</td>
<td>Date</td>
<td>Activity</td>
<td>Details</td>
<td>Duration</td>
</tr>
<tr>
<td>-------</td>
<td>------------</td>
<td>---------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>10</td>
<td>9 August</td>
<td>Malaysian Taxation Academy (MTA) – Sharing Best Practices (policy, issues and challenges)</td>
<td>Participants will be able to understand the development of training policy to support the organizational Development</td>
<td>2 Hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Visit KLIA Customs</strong></td>
<td>Participants will be able to understand and observe the outcome of the training conducted by AKMAL at the operation level</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Briefing by MFA (Ministry of Foreign Affairs)</strong></td>
<td>Participants will be able to understand the rule of the MFA in sponsoring the TCTP and Malaysia's experience in enhancing human resources and sharing of development experience.</td>
<td>2 Hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Visit Customs Headquarters / Back to AKMAL</strong></td>
<td>Participants will be able to understand the rule and function the Royal Malaysian Customs in collecting revenue for the nation for the country.</td>
<td>3 Hours</td>
</tr>
<tr>
<td>11</td>
<td>10 August</td>
<td><strong>Japan Customs - Policy on Human Resource Development</strong></td>
<td>Participants will be able to understand Policy of the human Resource Development of Japan Customs Administration as well as the outline of Japan Customs administration.</td>
<td>1 Hours</td>
</tr>
</tbody>
</table>
| 12    | 11 August  | **Japan Customs - Approach to Training System: “Plan, Design and Evaluation”** | Participants will be able to know outline of CTI of Japan such as the activities and facilities for efficient and effective off-the-job training for Customs officials.  
Participants will be able to understand and explain how to plan, design and evaluate the efficient and effective off-the-job training to enhance the capabilities of Customs officials. | 2 Hours  |
<table>
<thead>
<tr>
<th>Day</th>
<th>Event</th>
<th>Description</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 13</td>
<td>Japan Customs - Approach to Training System: “Conduct of training”</td>
<td>Participants will be able to understand and explain how to manage and conduct the trainings efficiently and effectively according to the annual training plan.</td>
<td>2 Hours</td>
</tr>
<tr>
<td></td>
<td>Japan Customs - Approach to Training System: “International Activities” and “Enhancing the functions of CTI for the Customs”</td>
<td>Participants will be able to know the international activities of CTI as Regional Training Centre (RTC) of World Customs Organization (WCO) and activities for enhancing the function of CTI for the Customs Administration in the new era.</td>
<td>1 Hours</td>
</tr>
<tr>
<td>Day 14</td>
<td>Panel Discussion Between Malaysian and Japan Customs together with participants</td>
<td>Participants will be able to understand the roles of Malaysian and Japanese Customs training centres in administrating and conducting courses.</td>
<td>1.5 Hours</td>
</tr>
<tr>
<td></td>
<td>Presentation of Report</td>
<td>Participants will be able to reflect their personal and professional experiences and sharing them with fellow participants and resource persons and facilitators.</td>
<td>2 Hours</td>
</tr>
<tr>
<td></td>
<td>Closing Ceremony, Presentation of Certificates</td>
<td></td>
<td>1.5 Hours</td>
</tr>
<tr>
<td></td>
<td>Departure of the participants</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix 2

GUIDELINES FOR PREPARING A COUNTRY REPORT

1 Preparation of country report: 10 participants will be divided into groups and must prepare one country report specifically with regards to the capacity building in their country.

2 Duration of Presentation: Presentation of the country report can be done by one person or by group. Each group is given a 10-minute session to present their fellow participants and followed by a 20-minute question and answer session.

3 Presentation Material: It is recommended to use MS Power Point during the presentation.

4 Format of PowerPoint presentation:

   Slide 1 – Brief introduction of the country (10-minutes) Slide 2 – Summary of the duties (20-minutes)
   • Introduction and responsibilities of the organization/agency representing

   Slide 3 – Issues and challenges (40-minutes)
   • Challenges and issues in the participants’ respective countries correspond with the participants’ representing organization/agency in [sector/field]

   Slide 4 – Expected outcome of the course (30-minutes) Question & Answers (20 minutes)
**PROCEDURE OF VISA-WITH-REFERENCE (VWR)**

1. The organizer issues the Offer Letter to participants.

2. Participants submit compulsory documents:
   - A color copy of international passport (front page with photo)
   - A passport sized color photo
   - Acceptance form by participants

3. The organizer submits application to Dpt. of Immigration Malaysia (DIM).

4. DIM approves application within 10 working days.

5. DIM issues official specific VWR Approval Letter.

6. The organizer distributes the official specific VWR Approval Letter to participants and Malaysian Mission.

7A. Participants who received the specific VWR Approval Letter and **have the Malaysian Mission in their country** are required to obtain a VWR stamp at the specified Malaysian Mission before entering Malaysia.

7B. Participants who received the specific VWR Approval Letter and **do not have the Malaysian Mission in their country** are requested to be present in person to submit the passport to the Malaysian Mission as per addressed in the VWR Approval Letter together with the copy of VWR Approval Letter, passport size colour photo and Offer Letter from the organizer.

   The organizer will provide flight itinerary that supports visa transit at a third country. Other than airfare (and necessary accommodation due to the flight connection)*, all cost involved in obtaining the VWR at a Malaysian Embassy in a third country should be borne by the participants.

   *The flight itinerary and accommodation are not negotiable.

8. Participants submit passport and the VWR Approval Letter.

9. VWR is converted to the professional pass.

10. Passport is returned with a sticker of the professional pass.

**Arrival to Malaysia**

- Day 1
  - Participants
  - Organizer
  - Opt. of Immigration Malaysia (DIM)

- Day 2
  - Participants
  - Organizer
  - Opt. of Immigration Malaysia (DIM)
Appendix 4

Diplomatic Channel Flowchart For TCTP Courses

1. Training Institution in Malaysia (TIs) (General Information)
2. Ministry of Foreign Affairs Malaysia (Wisma Putra)
3. Embassy of Malaysia/ High Commission of the Beneficial Country
4. Ministry of Foreign Affairs of the Beneficial Country
5. National Focal Point for Technical Assistance
6. Various Agencies/Ministries

JICA Malaysia Office

1. Training Institution in Malaysia (TIs) (General Information)
2. Ministry of Foreign Affairs Malaysia (Wisma Putra)
3. Embassy of Malaysia/ High Commission of the Beneficial Country (to conduct interviews and to forward all application forms)
4. Ministry of Foreign Affairs of the Beneficial Country (to submit endorsed forms to Malaysia Desk in MFA for their acknowledgement/endorsement and to submit application forms to Malaysian Mission via Note Verbal)
5. National Focal Point for Technical Assistance (to obtain endorsement from the Focal Point)
6. Various Agencies/Ministries
# Appendix 5

## [CONTACT INFORMATION]

<table>
<thead>
<tr>
<th>Country</th>
<th><strong>Malaysian Embassy / Malaysian High Commission</strong></th>
<th><strong>Focal Agency</strong></th>
<th><strong>JICA Offices</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Myanmar</td>
<td><strong>Embassy of Malaysia, Myanmar</strong>&lt;br&gt;Embassy of Malaysia&lt;br&gt;No. 82, Pyidaungsu Yeikhta Road&lt;br&gt;Yangon, Myanmar&lt;br&gt;Tel: +951-220 248 / +951 220 249&lt;br&gt;Fax: +951-221 840&lt;br&gt;Email: <a href="mailto:mwyangon@kln.gov.my">mwyangon@kln.gov.my</a></td>
<td>Foreign Economic Relations Department (FERD)&lt;br&gt;Ministry of National Planning &amp; Economic Development&lt;br&gt;Office No.1 Nay Pyi Taw, Myanmar&lt;br&gt;Telephone: +95-67-407432/433&lt;br&gt;Fax: +95-67-407434/ 95-67-407027</td>
<td><strong>JICA Myanmar Office</strong>&lt;br&gt;No. 701 Sakura Tower&lt;br&gt;339 Bogyoke Aung San Road&lt;br&gt;Kyauktada Township&lt;br&gt;Yangon, Myanmar&lt;br&gt;Telephone: +951-255 473~6&lt;br&gt;Fax: +951-255 477&lt;br&gt;Office Hr: 0830 -1200 &amp; 1400 -1700 (Saturday, Sunday off)</td>
</tr>
</tbody>
</table>
APPLICATION FORM

SHORT TERM COURSE IN MALAYSIA UNDER THE THIRD COUNTRY TRAINING PROGRAMME (TCTP) AND THE MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

Please type or write clearly in capital letters. Do not leave any space blank. Use “NIL” or “N/A” where applicable.

<table>
<thead>
<tr>
<th>TITLE OF COURSE:</th>
<th>Date of commencement:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>NAME OF IMPLEMENTING AGENCY:</th>
</tr>
</thead>
</table>

1. PERSONAL DATA

<table>
<thead>
<tr>
<th>Family Name (surname):</th>
<th>Date of birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Day</td>
</tr>
<tr>
<td>First Name:</td>
<td>Nationality (citizenship):</td>
</tr>
<tr>
<td>Other Names:</td>
<td>Gender:</td>
</tr>
<tr>
<td>City and country of birth:</td>
<td>Male / Female #</td>
</tr>
<tr>
<td>Passport No:</td>
<td>Marital status:</td>
</tr>
<tr>
<td>Expiry Date:</td>
<td>Single / Married #</td>
</tr>
</tbody>
</table>

Type or write clearly in capital letters.

<table>
<thead>
<tr>
<th>Reference no</th>
<th>Received</th>
<th>Checked</th>
</tr>
</thead>
</table>

# Delete accordingly

2. COMMUNICATION AND MAILING ADDRESS

<table>
<thead>
<tr>
<th>Applicant’s Office Address:</th>
<th>Applicant’s Postal / Home Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile Phone Number</td>
<td>Home telephone</td>
</tr>
<tr>
<td>Office telephone</td>
<td>Email</td>
</tr>
<tr>
<td>Person to be contacted in case of emergency:</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td>Telephone:</td>
</tr>
<tr>
<td>Telephone:</td>
<td>Address:</td>
</tr>
<tr>
<td>Email:</td>
<td>Mobile Phone Number:</td>
</tr>
</tbody>
</table>

Please affix passport photograph.
3. **EDUCATION** (list in order of time, starting with last institution attended)

<table>
<thead>
<tr>
<th>Name of institution and place of study</th>
<th>Major field of study</th>
<th>Years of study: from - to</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

4. **EMPLOYMENT RECORD**

<table>
<thead>
<tr>
<th>A. Present or most recent post</th>
<th>B. Previous post</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer:</td>
<td>Employer:</td>
</tr>
<tr>
<td>Years of service: from – to:</td>
<td>Years of service: from – to:</td>
</tr>
<tr>
<td>Title of your post/position:</td>
<td>Title of your post/position:</td>
</tr>
<tr>
<td>Present salary per month (US Dollars):</td>
<td>Salary per month (US Dollars):</td>
</tr>
<tr>
<td>Name of supervisor and title:</td>
<td>Name of supervisor and title:</td>
</tr>
<tr>
<td>Type of organization:</td>
<td>Type of organization</td>
</tr>
<tr>
<td>Government / Semi Government / Private / NGO #:</td>
<td>Government / Semi Government / Private / NGO #:</td>
</tr>
<tr>
<td>Main functions of organization:</td>
<td>Main functions of organization:</td>
</tr>
<tr>
<td>Total number of employees:</td>
<td>Total number of employees:</td>
</tr>
</tbody>
</table>

# Delete accordingly

Description of your work including your responsibility:

Please continue on supplementary pages if necessary
5. **REASONS FOR APPLYING THIS COURSE**

Please state briefly the reasons for applying to this course and how you hope to benefit from the programme.

---

6. **ENGLISH LANGUAGE PROFICIENCY (Kindly provide certificate as proof of proficiency)**

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Basic</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>Listening</td>
<td></td>
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<tr>
<td>Speaking</td>
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<td>Writing</td>
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<tr>
<td>Reading</td>
<td></td>
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Mother tongue : ____________________________

Language test administered by : ____________________________

Title : ____________________________

Address : ____________________________

Tel Number : ____________________________

E mail : ____________________________

Date and signature : ____________________________

---

7. **INFORMATION, COMMUNICATION AND TECHNOLOGY (ICT) SKILLS PROFICIENCY**

<table>
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<th>Good</th>
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<th>Basic</th>
<th>Remarks</th>
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<tr>
<td>Email</td>
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<tr>
<td>Internet</td>
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</table>
## 8. MEDICAL REPORT (to be completed by an authorized physician)

<table>
<thead>
<tr>
<th>Name of Applicant:</th>
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<table>
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<tr>
<th>Age:</th>
<th>Gender:</th>
<th>Height: cm</th>
<th>Weight: kg</th>
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<table>
<thead>
<tr>
<th>Blood Pressure:</th>
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<table>
<thead>
<tr>
<th>Blood Group:</th>
<th>A</th>
<th>B</th>
<th>AB</th>
<th>O</th>
<th>Other ( )</th>
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<table>
<thead>
<tr>
<th>Is the person examined at present in good health?</th>
<th>Is the person examined physically and mentally able to carry out intensive training away from home?</th>
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<thead>
<tr>
<th>Is the person free of infectious diseases (AIDS, tuberculosis, trachoma, skin diseases etc.)?</th>
<th>Does the person examined have any condition or defect (including teeth) which might require treatment during the course?</th>
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<tr>
<th>List any abnormalities indicated in the chest X ray.</th>
<th>Pregnancy Test (for women):</th>
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<table>
<thead>
<tr>
<th>I certify that the applicant is medically fit to undertake a course in Malaysia.</th>
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<table>
<thead>
<tr>
<th>Name of Physician:</th>
<th>Address of Clinic</th>
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<tbody>
<tr>
<td></td>
<td>(printed)</td>
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<tr>
<th>Telephone:</th>
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<thead>
<tr>
<th>Email:</th>
<th>Date:</th>
<th>Signature of Physician:</th>
<th>Seal of Clinic:</th>
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9. APPLICANT’S DECLARATION

I, ____________________________
of ____________________________
Name of applicant
Representing ____________________________
Country

Declare that:

i) All information provided is true, complete and accurate to the best of my belief and knowledge, and that I have not wilfully suppressed any material facts;

j) I am medically fit and free from any medical problems which may impair my ability to attend and complete the training in Malaysia;

k) I will be personally liable for all medical expenses due to pre-existing conditions/illnesses incurred during my stay in Malaysia after my admission to any Malaysian government hospitals/clinics, and also other than those covered under the Group Personal Accident Insurance. (All successful participants are covered under Group Personal Accident. The Group Personal Accident does not cover any pre-existing conditions/illnesses or any outpatient medical/dental treatment. Participants are personally liable for medical expenses beyond what is covered by the insurance policy. As the coverage is limited, participants are advised to make their own arrangements to obtain adequate medical insurance coverage for their stay in Malaysia; and

l) For pregnant female applicants only: I am _________ months pregnant and am/am not certified by a qualified doctor to be medically fit and in good health to travel and attend the training in Malaysia

Upon successful selection for the training award, I undertake to:

m) carry out instructions and abide by such terms and conditions as may be stipulated by the nominating and host governments in respect of this training course;

n) abide by the rules and regulations of the training institution in which I undertake to study in or be trained under;

o) submit/present any report which may be required;

p) refrain from engaging in political activities and any form of employment for profit or gain;

q) return to my home country upon completion of the training; and

r) discontinue the course should I be found guilty of misconduct or be medically unfit.

I fully understand that if I fail to comply with the terms and conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect and I will be liable to depart from Malaysia at my own expense.

__________________________  ____________________________
Date                        Signature of applicant
10. **TO: GOVERNMENT OF MALAYSIA**

**LETTER OF INDEMNITY**

I ________________, Passport Number: ____________________________ having an address at ____________________________, hereby declare that I shall be personally liable for and shall indemnify the Government of Malaysia and ____________________________ against all liabilities, claims, losses, demands, actions, suits, proceedings, costs or expenses, in part/total, whatsoever arising under the laws of Malaysia or common law which may be made or taken against the Government of Malaysia and/or ____________________________, or incurred or become payable by the Government of Malaysia and/or ____________________________ in respect of any of any medical illness, personal injury (whether fatal or otherwise), or the death of any person, by reason of my carelessness, negligence, omission or default, in the course of my training with ____________________________, which is appointed by the Government of Malaysia.

Dated this ________ day ________ of 20____

Signature of applicant  
Name of applicant  
Date  

In the presence of  
Signature of Witness  
Name of Witness  
Designation of Witness  
I/C or Passport No.  

<table>
<thead>
<tr>
<th>Name of the training institute</th>
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11. TO BE COMPLETED BY THE NOMINATING GOVERNMENT

Reasons for applicant’s selection


The post which the applicant will be required to fill upon satisfactory completion of training


Relevance of the course to applicant’s job


OFFICIAL DECLARATION

On behalf of the Government of ________________________________, I ________________________________

Country Name of Official

Certify that:

a) I have examined the educational, professional or other certificates quoted by the applicant in this form and I am satisfied that they are authentic and relate to the applicant.

b) The applicant is medically fit and free from infectious disease and that, having regard to his/her physical and mental history, there is no reason to suppose that the applicant is other than fit to undertake the journey to Malaysia and to remain in Malaysia for the duration of training;

c) Should the nominee seek medical consultation/treatment for his/her pre-existing conditions/illnesses during his/her period of stay in Malaysia, he/she would be personally liable for all medical expenses incurred, other than those covered under the Group Personal Accident Insurance; and

d) The applicant has attained a level of proficiency in both spoken and written English to enable him/her to follow the course of study/training for which he/she is being nominated.

I nominate (Dr/Mr/Mrs/Ms* ) ________________________________ holding Passport No.: ________________________________ for the training course.

Name and Designation

Signature and Official Stamp

Name and Organisation

Country code Area code Office tel no.

Email address

Country code Area code Office tel no.

Endorsement by the nominating country’s Ministry of Foreign Affairs or the National Focal Point for Technical Assistance:

Name

Email Address

( Ministry’s Official Stamp )

Designation

Name of Organisation

Signature

Country code Area code Office tel no.

Country code Area code Office tel no.