THIRD COUNTRY TRAINING PROGRAMME (TCTP)

GENERAL INFORMATION ON

TRADE PROMOTION FOR AFRICAN COUNTRIES

20-30 SEPTEMBER 2016

Joint Collaboration between:

Organised by:

MALAYSIA EXTERNAL TRADE DEVELOPMENT CORPORATION
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1. COURSE TITLE

This training programme is entitled, “TRADE PROMOTION FOR AFRICAN COUNTRIES”.

2. BACKGROUND OF TCTP FOR AFRICAN COUNTRIES

Malaysia supports 142 developing countries under the framework of the South-South Cooperation since 1980 via the Malaysian Technical Cooperation Programme (MTCP). In 1983, Japan started its Third Country Training Programme (TCTP) in Malaysia. Subsequently, Malaysia and Japan began to collaborate in 1992 to assist developing countries under the MTCP Recipient List within this TCTP arrangement.

Upon the launch of TICAD in 1993 by the Government of Japan, to promote high-level policy dialogue between African leaders and development partners on issues facing Africa, such as economic development, poverty and conflict, JICA begun to streamline its assistance under the TCTP for the African countries in line with the TICAD Initiative.

TICAD has since evolved into a major global framework to facilitate the implementation of measures for promoting African development under the dual principles of African "Ownership" and "Partnership" between Africa and the International community. TICAD V was held in Yokohama in June 2013, and "Yokohama Action Plan 2013-2017” was issued as an outcome document of TICAD V. The Plan emphasized human resource development in both public and private sector.

In this regard, several sectors pertinent to national development of a country have been identified by MATRADE and JICA, inter-alia, Food & Beverages, Information & Communication Technology, Healthcare Services, Automotive and Tourism.

Following the above, the sectors targeted are highly recommended due to the national agenda to further promote and collaborate with the players from the targeted sectors.

Reasons for conducting the course will provide a good platform for the participants to gain information and knowledge as well as valuable experience, hence, creating win-win results not only for MATRADE and JICA but the participants.

3. OBJECTIVES

The main objectives of the course are:

- Sharing Malaysia’s and Japan’s experience in trade promotion among participating countries;
- Raising awareness among participants of global and regional trade developments and issues;

4. OUTPUTS

Upon completion of this course, participants would be able to:
Training Programme on Trade Promotion for African Countries, 20 – 30 September 2016

- Foster closer relationship among participating countries through sharing of expertise in trade promotion;
- Understand in matters of mutual concern and interest, especially in trade promotion involving goods and services;
- Gain knowledge of trade policies and strategies of Malaysia and Japan with participating countries;

5. TARGET COUNTRIES, ORGANIZATIONS, AND PARTICIPANTS

This course is developed for the following countries, organizations, and participants:

5.1 Target Countries

- Ghana
- Kenya
- Nigeria
- Mozambique
- South Africa
- Tanzania
- Zambia
- Zimbabwe
- Ethiopia
- Botswana
- Cameroon
- Democratic Republic of the Congo
- Rwanda
- Senegal

5.2 Target Participants

- Middle level of government officials from related organization in charged with the implementation of trade development and promotion;
- Priority of selection will be given to applicants whose major task as the planning, coordination and implementation of trade promotion and trade facilitation program

5.3 Total Number of Participants

The number of participants for the course is fifteen (15) in total. Each target country is encouraged to nominate not more than 3 applicants.

6. REQUIREMENTS FOR ADMISSION

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

(1) Should be a civil servant / government official from Ghana, Kenya, Nigeria, Mozambique, South Africa, Tanzania, Zambia, Zimbabwe, Ethiopia, Botswana, Cameroon, Democratic Republic of the Congo, Rwanda and Senegal.
(2) Should be nominated and obtained approval by their respective country government (detailed procedure is stated in 15. APPLICATION PROCEDURE AND ENQUIRIES);

(3) Should be able to provide a colour passport copy which is valid for one (1) year from the date of the course in Malaysia to the course organiser together with a passport-sized colour photo no later than seven (7) weeks before the course commences for immigration application process;

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

(5) Between 26-50 years of age;

(6) Should have practical experience of more than 5 years in the trade development and promotion;

(7) 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);

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

(9) Have not participated in any training programme under MTCP /TCTP;

(10) Not to be serving in the military;

(11) Women are encouraged to apply;

(12) 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 fulfil any of the above criteria.

7. COURSE DESCRIPTION

7.1 Duration

The duration of the course is two (2) weeks including weekends. It will be held from 20-30 September 2016.

7.2 Venue

The course will be conducted at the following venue:

- MATRADE;
- Ministry of Foreign Affairs;

7.3 Language

This course will be fully conducted in English.
7.4 **Curriculum and Schedule**

This course shall include classroom lectures, seminars and field visits. Field visits are an important component of the course whereby participants will visit various public and private organisations 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/issues 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**

*Example: Democratic Republic of the Congo*

Areas to be highlighted:

- Summary of the duties and responsibilities of participants’ organization/agency;
- Challenges and issues in the participants’ respective countries in Food & Beverages, Information & Communication Technology, Healthcare Services, Automotive and Tourism (if any);
- Expectation for the course.

Speaker: Representatives of the respective countries.

Presentation Time and Tool: The **Country Report** will be presented at the beginning of the course. Each speaker is expected to provide a 10-minute presentation which is followed by a 5-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)**

*(Example: Healthcare services to be improved)*

Areas to be highlighted:

- Title of the Plan
- Plan and implementation strategies for the challenges/issues
- How to apply knowledge/lessons learnt from the course to the plan

Speaker: Representatives of the respective countries

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 to two pages).

Deadline for the submission: Not later than 30 September 2016. 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 acceptance.
- Accommodation, 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 regulations.
- Transportation fee for official site visits within Malaysia, including airport transportation.

Note: Flight itinerary is not negotiable without official request letter.

Note: All participants will be provided accommodation at selected hotel in Kuala Lumpur – Bukit Bintang by the organiser. Accommodation will be on a single room or twin-sharing basis.

Note: 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.

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

9.2 Participants’ Responsibilities

Organisers are 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, minibar 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, 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.

Participants who do not have the Malaysian Mission in their country are requested to obtain the VWR stamp at the nearest Malaysian Mission in person, along with the VWR Approval Letter, passport size colour photo and Offer Letter from the organizer. Upon arrival at the said mission, participants have to produce the Approval Letter and fill in the necessary application form. Subsequently, they will be issued the necessary visa to travel to 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.

10.3 Vaccination for Yellow Fever (if applicable)

Participants from the following countries including diplomatic and official passport holders are required to take a mandatory vaccination for yellow fever at least 10 days prior to their departure to Malaysia.

- Ghana
- Kenya
- Nigeria
- Mozambique
- South Africa
- Tanzania
- Zambia
- Zimbabwe
- Ethiopia
- Botswana
- Cameroon
- Democratic Republic of the Congo
- Rwanda
- Senegal

Participants from the above mentioned countries must bring along the valid proof of such vaccination (such as the Yellow Book) to be produced at immigration upon entering Malaysia. If participants fail to produce such proof, he/she will be quarantined and will be deported home instantly at his/her own expenses.

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 acquaintances 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 indicates 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.
- A letter of consent from the participant's supervisor
- A 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 11 July 2016.

*Note*: Application forms **must be submitted 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**

MATRADE will notify successful applicants no later than **25 July 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:

**MALAYSIA EXTERNAL TRADE DEVELOPMENT CORPORATION**

Jalan Sultan Haji Ahmad Shah,  
50480 Kuala Lumpur  
Telephone : 03-6207 7077  
Fax : 03-6203 7194  
Email : info@matrade.gov.my

Ms Nurdiana Abdullah  
Senior Manager  
diana@matrade.gov.my

Mr Mohd Feisal Ezuan B. Abdul Aziz  
Manager  
feisal@matrade.gov.my

Or visit the homepage at [http://www.matrade.gov.my](http://www.matrade.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. Malaysia has extended to 142 recipient countries and has trained more than 30,000 participants.

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:
Training Programme on Trade Promotion for African Countries, 20 – 30 September 2016

- 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) and 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 4261/4549
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 make new JICA become 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:

Umme Aiman Siddiqi
Program Manager
aimansiddiqi.ms@jica.go.jp

Nazatul Ritha Zakaria
Program Officer
nazatulritha.ms@jica.go.jp

Telephone: +603-2166 8900
Facsimile: +603-2166 5900

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](http://www.jica.go.jp/english/countries/index.html))
Malaysia External Trade Development Corporation (MATRADE), was established in March 1993 as a statutory agency under the Ministry of International Trade Industry (MITI).

As Malaysia’s national export promotion agency, MATRADE is responsible for assisting Malaysian companies succeed in the international market. Our

**Vision: Positioning Malaysia as a Globally Competitive Trading Nation**

**Mission: Promoting Malaysia’s Enterprises to the World**

MATRADE also serves to promote Malaysia’s external trade with particular emphasis on the export of manufactured and semi-manufactured products and services. In addition, MATRADE formulates and implements export marketing strategies and trade promotion activities to increase Malaysia’s exports, undertake market research, and create a comprehensive database of information for the development and improvement of Malaysia’s trade. MATRADE also organizes training programs to enhance the international marketing skills of Malaysian exporters, promote and assist in services related to trade, and protect Malaysia’s international trade interest abroad.

MATRADE’s objectives are:

- To raise the profile of Malaysian exporters in foreign markets;
- To disseminate timely and relevant information and market intelligence to help Malaysian companies gain a competitive edge in foreign markets;
- To introduce Malaysian companies to foreign importers seeking Malaysian suppliers;
- To undertake activities to promote the export of Malaysian goods and services in overseas markets.

MATRADE is also actively involved in assisting foreign companies to source for suppliers of Malaysian products and services, and is represented worldwide at 40 locations in major commercial cities. In Malaysia, MATRADE has five local branches in Penang, Terengganu, Johor, Sabah, and Sarawak.
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

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 follows the bicameral legislative system, adopting a democratic parliamentary. The head of the country is the King or the Yang Di-Pertuan Agong, a position which is changed 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 15°C (59°F) to 25°C (77°F). 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 USD1 = RM4.1344 (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 shillings 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 attire are suggested for the TCTP program. Some establishments may 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 the best.

Drugs/Littering
Illegal trafficking of illicit drugs carries a death penalty. Littering carries a fine of up to RM500.00.
MALAYSIA CUSTOMS, HEALTH AND QUARANTINE REGULATIONS

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 (except goods from Langkawi and Labuan, worth not more than RM500)</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.

* Subjected to changes

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 microorganism must obtain an import permit from the Department of Agriculture Malaysia in Kuala Lumpur.

The consignment must fulfil the requirements in the import permit and certified by a valid phyto-sanitary 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.
Appendix 1

TENTATIVE PROGRAM SCHEDULE
THIRD COUNTRY TRAINING PROGRAM (TCTP)
TRADE PROMOTION FOR AFRICAN COUNTRIES
20 – 30 SEPTEMBER 2016 (TUESDAY-THURSDAY)

MENARA MATRADE, KUALA LUMPUR

MONDAY, 19 SEPTEMBER 2016

AM-PM  Arrival of TCTP participants at Kuala Lumpur International Airport
Check-in Hotel

TUESDAY, 20 SEPTEMBER 2016 (DAY 1)

0900 – 1600 : MATRADE Welcomes You & Getting to Know Us

- Registration of TCTP Participants
- Program Briefing by MATRADE TCTP Secretariat
- Country Presentation by each representatives from Africa
- Participants Orientation

Organized by : TCTP Secretariat
Venue : Hotel (Seri Pacific Hotel) (TBC)

WEDNESDAY, 21 SEPTEMBER 2016 (DAY 2)

0830  : Depart hotel for MATRADE
Address : Menara MATRADE, Jalan Sultan Hj. Ahmad Shah, 50480 Kuala Lumpur, Malaysia

0900-0930  : Video Presentation by MATRADE
Venue : Jakarta Room 1, Level 5, West Wing, Menara MATRADE

- Video 1: Malaysia Truly Asia, The Best Time of Your Life
- Video 2: Presenting MATRADE to the World

0930-1030  : JICA’s Support to South-South Cooperation in Malaysia

Presenter : JICA’s representative.
Venue : Jakarta Room 1, Level 5, West Wing, Menara MATRADE
1030-1045 : Coffee Break

Presenter : MATRADE - Go-Ex and Mid-Tier Unit
Venue : Jakarta Room 1, Level 5, West Wing, Menara MATRADE

1300-1400 : Lunch

1400-1430 : Welcome Remarks
By : Senior Director
Market Access and International Partnership Division
Venue : Jakarta Room 1, Level 5, West Wing, Menara MATRADE

1430-1600 : Introduction to Trade Promotion through JICA’s Experience
Presenter : JICA Specialist
Venue : Jakarta Room 1, Level 5, West Wing, Menara MATRADE

1600-1615 : Coffee Break

1615-1700 : Enhancing Your Business Knowledge
Presenter : Business Information Center Unit
Venue : Business Information Center, Level 2, Menara MATRADE

1700 : Depart from Menara MATRADE to Hotel

THURSDAY, 22 SEPTEMBER 2016 (DAY 3)

0830 : Depart hotel for MATRADE
Address : Menara MATRADE, Jalan Sultan Hj. Ahmad Shah, 50480 Kuala Lumpur, Malaysia

0900-1100 : Export Capacity Building by MATRADE
Presenter : Exporters Training Unit
Training Programme on Trade Promotion for African Countries, 20 – 30 September 2016

Venue : Jakarta Room 1,
       Level 5, West Wing,
       Menara MATRADE

1100-1115 : Coffee Break

1115-1300 : Leveraging on e-Commerce platform through MATRADE’s e-Trade Program
             Presenter : eBusiness & IT Section
             Venue : Jakarta Room 1,
                     Level 5, West Wing,
                     Menara MATRADE

1300-1400 : Lunch

1400-1730 : Sharing of Best Practices in Trade Promotion by MATRADE: SME Development for Export
             Presenter : Women and Youth Entrepreneur Development Program
             Venue : Jakarta Room 1,
                     Level 5, West Wing,
                     Menara MATRADE

1730 : Depart from Menara MATRADE to Hotel

FRIDAY, 23 SEPTEMBER 2016 (DAY 4)

Cultural Visit
0800 : Depart hotel for Cultural Immersion Visit: Ipoh, Kuala Kangsar and Taiping
       o Sultan Azlan Shah Gallery,
       o Istana Kuning / Memorial Palace,
       o Masjid Ubudiah,
         Address : 33000 Kuala Kangsar, Perak.
         Website : http://www.mpkkp.gov.my/en/masjid-ubudiah

1300-1400 : Lunch

1400 : Continue with visits to Taiping and Ipoh
       o Perak Museum
         Address : Jalan Taming Sari, 34000, Taiping, Perak.
Training Programme on Trade Promotion for African Countries, 20 – 30 September 2016

- Kellies Castle
  Address : 31000, Batu Gajah, Perak.

- Gua Tempurung
  Address : Pusat Pelancongan Gua Tempurung, 31600, Gopeng, Perak.
  Website : http://www.guatempurung.my/

1730 : Depart Ipoh for Hotel
1930 : Arrive in KL

SATURDAY, 24 SEPTEMBER 2016 (DAY 5)

-Sunday, 25 September 2016 (Day 6)

- Free and Easy-

MONDAY, 26 SEPTEMBER 2016 (DAY 7)

0830 : Depart hotel for MATRADE
        Address : Menara MATRADE, Jalan Sultan Hj, Ahmad Shah, 50480 Kuala Lumpur

0900-1015 : Visit to MEEC
            Presentation by : MEEC Unit
            Venue : Level 2, Menara MATRADE

1015-1045 : Visit to MATRADE Trade Museum
            Venue : MATRADE Trade Museum
                     Level 2, Menara MATRADE

1045-1100 : Coffee Break

1100-1300 : Sharing of Best Practices by MATRADE - Trade Promotion Programmes
            Presentation by : Market Access Section
            Venue : Jakarta Room 1,
                     Level 5, West Wing,
                     Menara MATRADE

1300-1400 : Lunch
Training Programme on Trade Promotion for African Countries, 20 – 30 September 2016

**Factory Visit I**
1500-1700 : Visit to Perodua Car Plant in Rawang (TBC)

Briefing by : Perodua Rawang
Address : Perusahaan Otomobil Kedua Sdn Bhd, Sungai Choh, Locked Bag 226, 48009 Rawang, Selangor Darul Ehsan, Malaysia.

1700 : Depart for Hotel

**TUESDAY, 27 SEPTEMBER 2016 (DAY 8)**

0830 : Depart Hotel for visit to JETRO

0900-1100 : Visit to JETRO

Presentation by : JETRO Malaysia
Venue : 9th Floor, Chulan Tower, No 3, Jalan Conlay, Kuala Lumpur
Website : [https://www.jetro.go.jp/malaysia/](https://www.jetro.go.jp/malaysia/)

**Factory Visit II**
1130-1300 : Visit to Brahim Group

Briefing by : Brahim Group
Venue : 7-05, 7th Floor, Menara Hap Seng, Jalan P. Ramlee 50250 Kuala Lumpur
Telephone: 03-2072 0730
Facsimile: 03-2072 07321
Website : [http://brahimsgroup.com/](http://brahimsgroup.com/)

1300-1400 : Lunch

1430-1530 : Visit to MIDA

Presentation by : Malaysia Investment Development Authority
Venue : MIDA Sentral, No 5, Jalan Stesen Sentral 5, 50470 Kuala Lumpur

1545-1700 : Visit to SME Corporation Malaysia

Presentation by : SME Corporation Malaysia
Venue : Level 6, SME 1 Block B, Platinum Sentral, Kuala Lumpur
WEDNESDAY, 28 SEPTEMBER 2016 (DAY 9)

0830 : Depart Hotel for visit to Ministry of Foreign Affairs, Putrajaya.

0930-1100 : Visit Ministry of Foreign Affairs

Presentation by : MTCP team
Venue : Wisma Putra Complex
No. 1, Jalan Wisma Putra, Precinct 2, Federal Government Administrative Centre, 62602, Putrajaya
Website : http://www.kln.gov.my

1100 : Depart Ministry of Foreign Affairs for MDEC

1130-1330 : Visit to Malaysia Digital Economy Corporation (MDEC)

Presentation by : Malaysia Digital Economy Corporation
Venue : 2360 Persiaran APEC 63000 Cyberjaya Selangor Darul Ehsan
Website : http://www.mdec.my

1330-1430 : Lunch

1430 : Depart MDEC for MaGIC

1500-1700 : Visit to MaGIC (TBC)

Presentation by : Malaysian Global Innovation & Creativity Centre (MaGIC)
Venue : Block 3730, Persiaran APEC, 63000 Cyberjaya, Selangor Darul Ehsan
Website : https://mymagic.my/en/

1700 : Depart for hotel

THURSDAY, 29 SEPTEMBER 2016 (DAY 10)

Factory Visit III

0830 : Depart hotel for Hyrax Oil Sdn Bhd

1000-1200 : Visit to Hyrax Oil Sdn Bhd (TBC)

By : Hyrax Oil Sdn Bhd
Training Programme on Trade Promotion for African Countries, 20 – 30 September 2016

Venue : Lot 4937 Batu 5 1/2, Jalan Meru, Mukim Kapar, 41050 Klang, Selangor Darul Ehsan, Malaysia.
Tel: 603-3392-3585
Fax: 603-3392-3591
Website : http://www.hyraxoil.com/

1200-1300 : Depart to Menara MATRADE

Address : Menara MATRADE, Jalan Sultan Hj, Ahmad Shah, 50480 Kuala Lumpur

1300-1400 : Lunch

1400-1730 : Participants Action Plan presentation

By : All TCTP Participants
Venue : Johannesburg 1, Level 5, West Wing, MATRADE

1800 : Depart for Hotel

FAREWELL DINNER

1930-2130 : Closing and Farewell Dinner

• Closing by CEO MATRADE
• Presentation of Certificates to the participants

Venue: (TBC)

FRIDAY, 30 SEPTEMBER 2016 (DAY 11)

AM – PM : Depart for KLIA
GUIDELINES FOR PREPARING A COUNTRY REPORT

(Example)

1. Preparation of country report: Each country must prepare only one country report. The report must be presented in the first day of TCTP program.

2. Duration of Presentation: Presentation of the country report can be done by one person or by group. Each country is given a 10-minute session to present their fellow participants and followed by a 5-minute question and answer session.

3. Presentation Material: It is recommended to use MS Power Point during the presentation. The estimated number of slides depends on the versatility of participants presenting the slides but should not exceed 10 minutes.

4. Format of PowerPoint presentation:

Slide 1 – Brief introduction of the country (1 minute)

Slide 2 – Summary of the duties (3 minutes)
- Introduction and responsibilities of the organization/agency represented;
- Number of companies / businesses assisted;
- Available assistance for companies.

Slide 3 – Issues and challenges (3 minutes)
- Challenges and issues in the participants’ respective countries correspond with the participants’ representing organization/agency in developing trade and promotion program;
- Suggested solutions to overcome the challenges and issues (practical ideas).

Slide 4 – Expected outcome of the course (3 minutes)
PROCEDURE OF VISA-WITH-REFERENCE (VWR)

1. The organizer issues the Offer Letter to participants

- 7 Weeks

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

- 6 Weeks

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

- 4 Weeks

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

- 4 Weeks to - 1 Week

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.

Participants submit passport and the VWR Approval Letter.

Arrival to Malaysia

Day 1

Day 2

Passport is returned with a sticker of the professional pass

Partici pants

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Appendix 4

Diplomatic Channel Flowchart For TCTP Courses

Training Institution in Malaysia (TIs) (General Information)

Ministry Of Foreign Affairs Malaysia (Wisma Putra)

Embassy of Malaysia/High Commission of the Beneficial Country

Ministry of Foreign Affairs of the Beneficial Country

National Focal Point for Technical Assistance

Various Agencies/Ministries

JICA Malaysia Office

Training Institution in Malaysia (TIs) (General Information)

Ministry Of Foreign Affairs Malaysia (Wisma Putra)

Embassy of Malaysia/High Commission of the Beneficial Country (to conduct interviews and to forward all application forms)

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)

National Focal Point for Technical Assistance (to obtain endorsement from the Focal Point)

Various Agencies/Ministries
## Appendix 5

### CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Country</th>
<th><strong>Malaysia’s Mission in the invited/nearest country</strong></th>
<th><strong>National Focal Point / Ministry of Foreign Affairs in the invited country</strong></th>
<th><strong>JICA Office in the invited/nearest country</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>BOTSWANA</td>
<td>High Commission of Malaysia, Pretoria No. 1007, Schoeman Street, Arcadia, P.O. Box 11673, Hatfield 0028, Pretoria 0083, Republic of South Africa. Tel: (+ 271 - 2) 3425990/1/2 Fax: (+ 271 - 2) 4307773 Email: <a href="mailto:malprtoria@kln.gov.my">malprtoria@kln.gov.my</a></td>
<td>Katlego W. Phele (Ms) Department of Asia &amp; Pacific Ministry Of Foreign Affairs and Int. Cooperation Private Bag 00368 Gaborone, Botswana Telephone:+267 3600 809/700 Fax:+267 3974572 Email: <a href="mailto:kwphele@gov.bw">kwphele@gov.bw</a> Website: <a href="http://www.mofaic.gov.bw">www.mofaic.gov.bw</a></td>
<td>JICA Botswana Office 1st Floor, Plots 896/897 Kaunda Road, Private Bag 00369, Gaborone, Botswana. Tel: (+ 267) 3912176 Fax: (+ 267) 3912353</td>
</tr>
<tr>
<td>CAMEROON</td>
<td>High Commission of Malaysia, Abuja No. 4A, Plot 2232B, Rio Negro Close, Off Yedseram Street, Maitama, Abuja, Nigeria. Tel: (+ 234 - 9) 7822091 / 2628/9379 Fax: (+ 234 - 9) 7822671 Email: <a href="mailto:malabuja@kln.gov.my">malabuja@kln.gov.my</a></td>
<td>Focal Point For Technical Training Mr. Felix Mbayu Secretary General Ministry of External Relations Tel +237 2220 3027 Fax +237 2221 0204 email: <a href="mailto:diplocam2007@yahoo.fr">diplocam2007@yahoo.fr</a> Focal Point at the Ministry of Foreign Affairs Mr. Mohamadou Mustafa Director of Asian Affairs and Relations Ministry of External Relations Republic of Cameroon Tel +237 2220 7915 email: <a href="mailto:mohmustaf@hotmail.com">mohmustaf@hotmail.com</a> Mr. Abraham Engida Desk Officer Asia and Oceania Affairs Ministry of Foreign Affairs</td>
<td>JICA Cameroon Office 923, Rue 1828, Bastos- Ekoudou, B.P. 13538, Yaounde, Cameroon. Tel: (+ 237) 22013162 / 22204214 Fax: (+ 237) 22204213</td>
</tr>
<tr>
<td>DEMOCRATIC REPUBLIC OF THE CONGO</td>
<td>High Commission of Malaysia, Windhoek, Namibia No. 63, Jan Jonker Street, PO Box 312, Windhoek, Namibia Tel: (+264 - 61 259342/344) Email: <a href="mailto:mwwindhoek@kln.gov.my">mwwindhoek@kln.gov.my</a> <a href="mailto:firdaushakim@kln.gov.my">firdaushakim@kln.gov.my</a></td>
<td>Ministry of Foreign Affairs, Republic of Congo. Mr. Kabunda Ndaya (French Speaking Only) Chef de division Asie Tel : +243 811654570 E-mail : <a href="mailto:kabusond@gmail.com">kabusond@gmail.com</a></td>
<td>JICA Democratic Republic of Congo Office (JICA DRC Office) 112, Avenu Pumba, Gombe – Kinshasa, Republic Democratique du Congo Tel : (+ 243 81) 5563530</td>
</tr>
</tbody>
</table>
## Country Details

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<tr>
<td>ETHIOPIA</td>
<td>High Commission of Malaysia, Nairobi Block 91/404, Gigiri Grove, Gigiri, P.O. Box 42286, 00100 Nairobi, Kenya. Tel: (+ 254 - 20) 7123373/74/75 Fax: (+ 254 - 20) 7123371/67 Email: <a href="mailto:malnairobi@kln.gov.my">malnairobi@kln.gov.my</a></td>
<td>Tel +237 2220 7915 email: <a href="mailto:mohmustaf@hotmail.com">mohmustaf@hotmail.com</a> Mr. Abraham Engida Desk Officer Asia and Oceania Affairs Ministry of Foreign Affairs Tel: +251 115 51 73 81 Mobile: +251 913 33 76 44 Email: <a href="mailto:abrahamkb@yahoo.com">abrahamkb@yahoo.com</a> <a href="mailto:mfa.asia@ethionet.et">mfa.asia@ethionet.et</a></td>
<td>JICA Ethiopia Office Kirkos Sub-City, Kebele 02, House No. 676/05, MINA Building 6-7 Floor, P.O Box 5384, Addis Ababa, Ethiopia. Tel: (+ 251 - 11) 5504755 Fax: (+ 251 - 11) 5504465</td>
</tr>
<tr>
<td>GHANA</td>
<td>High Commission of Malaysia, Accra No. 15, Roman Ridge Ambassadorial Area, Korsah Link 2, Accra, Ghana. Tel: (+ 233 - 30) 2763691 Fax: (+ 233 - 30) 2764910 Email: <a href="mailto:malaccra@kln.gov.my">malaccra@kln.gov.my</a></td>
<td>Mrs. Nana Yaa Opandoh Assistant Director / Malaysia Desk Officer Middle East and Asia Bureau Ministry of Foreign Affairs and Regional Integration Republic of Ghana Tel : (+233) 302-201000-4 Fax : (+233) 302 201041/2 Mobile : (+233) 024 4711063 Email : <a href="mailto:nyadade@yahoo.com">nyadade@yahoo.com</a> Mrs. Lily Sambu Acting Director Department: Foreign Service Institute</td>
<td>JICA Ghana Office 2nd Floor, The Elizabeth, No. 68A, Senchi Link, Airport Residential Area, P.O Box 6402, Accra-North, Accra, Ghana. Tel: (+ 233 - 30) 2760781/2760782 Fax: (+ 233 - 30) 2760954</td>
</tr>
<tr>
<td>KENYA</td>
<td>High Commission of Malaysia, Nairobi Block 91/404, Gigiri Grove, Gigiri, P.O. Box 42286, 00100 Nairobi, Kenya. Tel: (+ 254 - 20) 7123373/74/75 Fax: (+ 254 - 20) 7123371/67 Email: <a href="mailto:malnairobi@kln.gov.my">malnairobi@kln.gov.my</a> Embassy of Malaysia, Harare 40 Downie Avenue, Avondale, P.O. Box 5570, Harare, Republic of Zimbabwe. Tel: (+ 263 - 4) 334413/4</td>
<td>Telephone: +2542031888 (Extension 171 and 157) Email: <a href="mailto:foreigninstitute.kenya@gmail.com">foreigninstitute.kenya@gmail.com</a> and <a href="mailto:fsi@mfa.go.ke">fsi@mfa.go.ke</a></td>
<td>JICA Kenya Office The Rahimtulla Trust Tower, 10th &amp; 11th Floor, Upper Hill Road, P.O. Box 50572-00200, Nairobi, Kenya. Tel: (+ 254 - 20) 2724121 Fax: (+ 254 - 20) 2724878</td>
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Training Programme on Trade Promotion for African Countries, 20 – 30 September 2016
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<td>Mrs Maria Gustava Director Directorate of Asia and Oceania Ministry of Foreign Affairs and Cooperation Republic of Mozambique Maputo Tel: +258 21 326078 Fax: +258 21 327020 Email: <a href="mailto:maria.gustava@minec.gov.mz">maria.gustava@minec.gov.mz</a></td>
<td>JICA Mozambique Office Av.24 de Julho No.7, 5º andar Escritorio A, P.O. Box 2650, Maputo, Mozambique. Tel: (+ 258 - 21) 486357 Fax: (+ 258 - 21) 486356</td>
</tr>
<tr>
<td>NIGERIA</td>
<td>High Commission of Malaysia, Abuja No. 4A, Plot 2232B, Rio Negro Close, Off Yedseram Street, Maitama, Abuja, Nigeria. Tel: (+ 234 - 9) 7822091 / 2628 / 9379 Fax: (+ 234 - 9) 7822671 Email: <a href="mailto:malabuja@kln.gov.my">malabuja@kln.gov.my</a></td>
<td>National Planning Commission (NPC) Plot 421 Constitution Avenue Central Business District F.C.T., Abuja Phone number: +234 - 98709063 E-Mail: <a href="mailto:info@npc.gov.ng">info@npc.gov.ng</a> The Ministry of Foreign Affairs of the Federal Republic of Nigeria Plot 736-737 Eagle Square/Three Arm Zone, Central Business District P.M.B. 130 Garki Abuja Federal Republic of Nigeria Tel: +234 8137 555 555</td>
<td>JICA Nigeria Office 3rd Floor, Oaklan Center, Aguiyi Ironsi Street, Maitama, P.M.B. 5090, Wuse, Abuja, Nigeria. Tel: (+234 - 9) - 4136510 / 4612660 / 4612662 Fax: (+ 234 - 9) - 4612661</td>
</tr>
<tr>
<td>RWANDA</td>
<td>High Commission of Malaysia, Nairobi Block 91/404, Gigiri Grove, Gigiri, P.O. Box 42286, 00100 Nairobi, Kenya. Tel: (+ 254 - 9) 7123373 / 74 / 75 Fax: (+ 254 - 20) 7123371 / 67 Email: <a href="mailto:malnairobi@kln.gov.my">malnairobi@kln.gov.my</a></td>
<td>Directorate of Asia and Oceania Mr. Erick Rubayita - Director Tel: +250782550396 Email: <a href="mailto:erubayita@minaffet.gov.rw">erubayita@minaffet.gov.rw</a> Mr. Appolinaire Minani - Desk Officer Tel: +250788254814 Email: <a href="mailto:aminani@minaffet.gov.rw">aminani@minaffet.gov.rw</a></td>
<td>JICA Rwanda Office Immeuble EBENIZER Boulevard de l’Umuganda, P.O.Box 6878, Kacyiru, Kigali, Rwanda. Tel: (+ 250 - 0) 788301731 / 32 / 23 / 35</td>
</tr>
<tr>
<td>SENEGAL</td>
<td>High Commission of Malaysia, Dakar No. 7 (VDN) Fann Mermoz B.P., 15057 Dakar Tel: (+221 – 33) 8258935 / (+221 – 33) 8258936</td>
<td>Mr Papa Birama Thiam Director of Technical Cooperation Office of the President of The Republic 106, Rue Carnot, Dakar, Senegal Email: <a href="mailto:pbthiam@gmail.com">pbthiam@gmail.com</a> Tel: +221 33 823 67 92</td>
<td>JICA Senegal Office (BUREAU DE LA JICA AU SENEGAL) 3e Etage, Atryum Center, Route de Ouakam, Dakar, B.P.3323 Tel : (+221 33) 8597272</td>
</tr>
<tr>
<td>Country</td>
<td>Malaysia’s Mission in the invited/nearst country</td>
<td>National Focal Point / Ministry of Foreign Affairs in the invited country</td>
<td>JICA Office in the invited/nearst country</td>
</tr>
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</tr>
<tr>
<td>SOUTH AFRICA</td>
<td>High Commission of Malaysia, Pretoria No. 1007, Schoeman Street, Arcadia, P.O. Box 11673, Hatfield 0028, Pretoria 0083, Republic of South Africa Tel: (+ 271 - 2) 3425990 / 1/2 Fax: (+ 271 - 2) 4307773 Email: <a href="mailto:malprtoria@kln.gov.my">malprtoria@kln.gov.my</a></td>
<td>Ms P Reddy Assistant Director South East Asia Department of International Relations and Cooperation Republic of South Africa Tel : +27 (0) 12 351 0742 Fax : +27 (0) 12 329 0117 Email : <a href="mailto:ReddyP@dirco.gov.za">ReddyP@dirco.gov.za</a></td>
<td>JICA South Africa Office Lord Charles, Building B, 1st Floor, Cnr. Charles and Brooklyn Streets, Brooklyn, P.O.Box 14068, Hatfield 0028, Pretoria, Republic of South Africa Tel: (+ 271 - 2) 346493 Fax: (+ 271 - 2) 3464966</td>
</tr>
<tr>
<td>TANZANIA</td>
<td>High Commission of Malaysia, Nairobi Block 91/404, Gigiri Grove, Gigiri, P.O. Box 42286, 00100 Nairobi, Kenya Tel: (+ 254 - 20) 7123373 / 74 / 75 Fax: (+ 254 - 20) 7123371 / 67 Email: <a href="mailto:malnairobi@kln.gov.my">malnairobi@kln.gov.my</a></td>
<td>Mr. Isaiah J. Kapakala Human Resource Officer Department of Administration and Human Resource Ministry of Foreign Affairs and International Cooperation of the United Republic of Tanzania Dar es Salaam Tel: +255 222 11908/09/11/12 Fax: +255 222 116600</td>
<td>JICA Tanzania Office 3rd Floor, Barclay’s House 1008/1 Ohio Street, P.O. Box 9450, Dar es Salaam, Tanzania. Tel: (+ 255 - 22) 2113727 Fax: (+ 255 - 22) 2112976</td>
</tr>
<tr>
<td>ZAMBI A</td>
<td>Embassy of Malaysia, Harare 40 Downie Avenue, Avondale, P.O. Box 5570, Harare, Republic of Zimbabwe Tel: (+ 263 - 4) 334413 / 4 Fax: (+ 263 - 4) 334415 Email: <a href="mailto:malharare@kln.gov.my">malharare@kln.gov.my</a></td>
<td>Mrs. Winy Chibesakunda Human Resource Development Officer Ministry of Foreign Affairs of the Republic of Zambia P.O Box 50069 Lusaka Republic of Zambia Tel: +260 211 252 666, 252 718, 250 240, 250 193 Fax: 260 211 250 240 Email: <a href="mailto:foreignlsk@zamtel.zm">foreignlsk@zamtel.zm</a></td>
<td>JICA Zambia Office Plot No. 11743A, Brentwood Lane, Longacres, P.O. Box 30027, Lusaka 10101, Zambia. Tel: (+ 260 - 211) 254501 Fax: (+ 260 - 211) 254935</td>
</tr>
<tr>
<td>ZIMBABWE</td>
<td>Embassy of Malaysia, Harare 40 Downie Avenue, Avondale, P.O. Box 5570, Harare, Republic of Zimbabwe Tel: (+ 263 - 4) 334413 /</td>
<td>Ministry of Public Service Mr. Takudzwa Nerwande Acting Director, Human Resources Training and Development Mobile: +263 773 848 864</td>
<td>JICA Zimbabwe Office 4 Lucie Lane, Avondale, P.O. Box 4060, Harare, Republic of Zimbabwe</td>
</tr>
<tr>
<td>Country</td>
<td>Malaysia's Mission in the invited/nearest country</td>
<td>National Focal Point / Ministry of Foreign Affairs in the invited country</td>
<td>JICA Office in the invited/nearest country</td>
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<tr>
<td>4</td>
<td>Fax: (+ 263 - 4) 334415 Email: <a href="mailto:malharare@kln.gov.my">malharare@kln.gov.my</a></td>
<td>Ms. Gracious Rutendo Hanga Administrative Officer, Human Resources Training and Development Mobile: +263 773 440 447 Ministry of Public Service 9th Floor, Kaguvi Cnr 4th Street and Central Avenue Harare Republic of Zimbabwe Tel: +263-4-704085, +263-4-703871, +263-4-251288, +263-4-251022, +263-4-795930</td>
<td>Tel: (+ 263 - 4) 333076 Fax: (+ 263 - 4) 339338</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mr. Chengetai Murahwa/ Mr. Tafadzwa Mashingaidze Desk Officer for Malaysia Ministry of Foreign Affairs of the Republic of Zimbabwe Munhumutapa Building Samora Machel Avenue P.O Box 4240 Harare Republic of Zimbabwe Tel: +263 4 727 005/9, 794</td>
<td></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>

### NAME OF IMPLEMENTING AGENCY:

<table>
<thead>
<tr>
<th>PERSONAL DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Name (surname) :</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
| First Name : | Nationality (citizenship) :
| Other Names : | Gender :
| City and country of birth : | Marital status :
| Passport No : | Type of Passport :
| Expiry Date : | Religion :

# Delete accordingly

### COMMUNICATION AND MAILING ADDRESS

<table>
<thead>
<tr>
<th>Application's Office Address :</th>
<th>Application's Postal / Home Address :</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Mobile Phone Number</th>
<th>Home telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country</td>
<td>Area</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Office telephone</th>
<th>Telex</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country</td>
<td>Area</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email</th>
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</thead>
</table>

Person to be contacted **in case of emergency** :

<table>
<thead>
<tr>
<th>Name :</th>
<th>Telephone :</th>
<th>Mobile Phone Number :</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address :</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email :</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 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.

Please continue on supplementary pages if necessary

Have you participated in any training programme in Malaysia before? : YES / No #

Name of programme

Organizer

Year

Have you participated in any MTCP training programme in Malaysia before? : YES / NO #

Name of Course

Name of Training Institute

Year

Have you participated in a JICA programme, including TCTP training, before? : YES / NO #

Name of Course

Name of Training Institute

Year

# Delete accordingly

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>
</tr>
</thead>
<tbody>
<tr>
<td>Listening</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speaking</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td></td>
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</tr>
<tr>
<td>Reading</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mother tongue : _____________________________________________________________________________

Language test administered by : _____________________________________________________________________________

Title : _____________________________________________________________________________

Address : _____________________________________________________________________________

Tel Number : _____________________________________________________________________________

Email : _____________________________________________________________________________

Date and signature : _____________________________________________________________________________
7. **MEDICAL REPORT (to be completed by an authorized physician)**

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

I, _____________________ of _____________________________________

Name of applicant Representing Country

Declare that:

a) 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;

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

c) 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

d) 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:

a) 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;

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

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

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

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

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

g) not to utilize knowledge and skills acquired in the training for military purposes.

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
9. 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 ______________________________ in respect 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. )
10. **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

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
Training Programme on Trade Promotion for African Countries, 20 – 30 September 2016

11. TO BE COMPLETED BY THE NOMINATING GOVERNMENT

1.1.1.1.1 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.