**BAB 1**

**SURAT AKUAN PENYEBUTHARGA**

**LEMBAGA PEMBANGUNAN PELABURAN MALAYSIA**

**TINGKAT 14, MIDA SENTRAL**

**NO. 5, JALAN STESEN SENTRAL 5**

**KUALA LUMPUR SENTRAL**

**50470 KUALA LUMPUR**

**SEBUTHARGA MIDA BIL. 27/2025**

**SEBUTHARGA PERKHIDMATAN PEMBINAAN STRUKTUR RERUAI SEMPENA PENYERTAAN MIDA DALAM ACARA IGEM 2025**

Kepada:

Penyebutharga-penyebutharga,

**Borang ini hendaklah dikembalikan bersama-sama dengan DOKUMEN MAKLUMBALAS TEKNIKAL DAN JADUAL HARGA di dalam SAMPUL SURAT BERLAKRI**

**SURAT AKUAN PENYEBUTHARGA**

**Kepada:**

**Ketua Pegawai Eksekutif**

**Lembaga Pembangunan Pelaburan Malaysia**

**MIDA Sentral**

**No. 5, Jalan Stesen Sentral 5**

**Kuala Lumpur Sentral**

**50470 Kuala Lumpur**

Tuan,

**SEBUTHARGA MIDA BIL: 27/2025**

**SEBUTHARGA PERKHIDMATAN PEMBINAAN STRUKTUR RERUAI SEMPENA PENYERTAAN MIDA DALAM ACARA IGEM 2025** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Di bawah dan tertakluk kepada Arahan Kepada Penyebutharga, saya yang menurunkan tandatangan di bawah ini adalah dengan ini mengambil bahagian sebutharga dan menawarkan untuk melaksanakan perkhidmatan di atas mengikut penentuan spesifikasi yang ditetapkan di dalam Dokumen Sebutharga.

2. Saya yang menurunkan tandatangan di bawah ini bersetuju menerima serta mematuhi dan terikat dengan semua Syarat-syarat Kontrak dan Spesifikasi Sebutharga ini dan bersetuju di atas harga yang ditawarkan RM……….............. sebagai asas perkiraan bagi pembayaran perkhidmatan yang telah dipesan oleh Lembaga Pembangunan Pelaburan Malaysia.

3. Dengan ini juga telah difahami bahawa MIDA berhak menerima atau menolak sebarang sebutharga ini, sama ada harga yang ditawarkan rendah atau tinggi atau sama dengan sebutharga-sebutharga yang lain. Saya juga bersetuju untuk menerima kesemua atau sebahagian dari item-item yang ditawarkan dan sedia mengikut kehendak dan pertimbangan MIDA. Saya juga bersetuju bahawa harga sebutharga yang saya beri ini akan sahlaku (*valid*) dan tidak ditarik balik dalam tempoh sembilan puluh (90) hari dari tarikh tutup sebutharga dan tiada apa-apa syarat dikenakan selepas tarikh ditetapkan.

4.Selanjutnya saya bersetuju sekiranya sebutharga saya diterima, saya akan mengikat perjanjian kontrak serta memberi bon pelaksanaan dalam tempoh empat belas (14) hari dari tarikh terima surat tawaran dari MIDA, sekiranya diarahkan.

5. Saya juga mengesahkan, setelah menyemak sendiri iaitu semua dokumen yang digunakan untuk sebutharga ini adalah yang sebenar yang terdapat di dalam Dokumen Sebutharga.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nama Penyebutharga | : |  |  |  |
|  |  |  |  | (Tandatangan Penyebutharga) |
| Alamat dan Cop Rasmi Syarikat | : |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Tarikh | : |  |  |  |
|  |  |  |  |  |
| Nama Saksi | : |  |  |  |
|  |  |  |  | (Tandatangan Saksi) |
| Alamat | : |  |  |  |
|  |  |  |  |  |

**SURAT AKUAN PEMBIDA**

**SEBUTHARGA PERKHIDMATAN PEMBINAAN STRUKTUR RERUAI SEMPENA PENYERTAAN MIDA DALAM ACARA IGEM 2025**

**(SEBUTHARGA MIDA NO. 27/2025)**

Saya, ………...………............................................ nombor K.P. …………….................... yang mewakili syarikat ….……………………….…….……………………….................... nombor Pendaftaran syarikat …….…………………................................ dengan ini mengisytiharkan bahawa saya atau mana-mana individu yang mewakili syarikat ini tidak akan menawar atau memberi rasuah kepada mana-mana individu dalam MIDA atau mana-mana individu lain, sebagai sogokan untuk dipilih dalam sebutharga seperti di atas. Bersama ini dilampirkan Surat Perwakilan Kuasa bagi saya mewakili syarikat seperti tercatat di atas untuk membuat pengisytiharan ini.

2. Sekiranya saya, atau mana-mana individu yang mewakili syarikat ini didapati cuba menawar atau memberi rasuah kepada mana-mana individu dalam MIDA atau mana-mana individu lain sebagai sogokan untuk dipilih dalam sebutharga seperti di atas, maka saya sebagai wakil syarikat bersetuju tindakan- tindakan berikut diambil:

2.1 Penarikan balik tawaran kontrak bagi sebutharga di atas; atau

2.2 Penamatan kontrak bagi sebutharga di atas; dan

2.3 Lain-lain tindakan tatatertib mengikut peraturan perolehan Kerajaan yang berkuat-kuasa.

3. Sekiranya terdapat mana-mana individu cuba meminta rasuah daripada saya atau mana-mana individu yang berkaitan dengan syarikat ini sebagai sogokan untuk dipilih dalam sebutharga seperti di atas, maka saya berjanji akan dengan segera melaporkan perbuatan tersebut kepada pejabat Suruhanjaya Pencegahan Rasuah Malaysia (SPRM) atau balai polis yang berhampiran.

Yang Benar,

……….................…………..

Nama :

No. KP :

Cop Syarikat :

**BAB 2 - SPESIFIKASI TEKNIKAL & SKOP KERJA**

|  |
| --- |
| ***CONSTRUCTION OF CUSTOMISED BOOTH FOR MIDA PARTICIPATION IN THE******INTERNATIONAL GREENTECH AND ECO PRODUCTS EXHIBITION AND CONFERENCE MALAYSIA (IGEM) 2025*** ***FROM 15 – 17 OCTOBER 2025*** ***AT KUALA LUMPUR CONVENTION CENTRE (KLCC)*** |

***1.0 Introduction***

 *The Malaysian Investment Development Authority (MIDA) is the principal government agency under the Ministry of Investment, Trade, and Industry (MITI), tasked with promoting and developing investments in Malaysia's manufacturing and services sectors. Headquartered in Kuala Lumpur Sentral, MIDA operates through 12 regional and 21 overseas offices, serving as a strategic partner to businesses capitalising on the green technology revolution.*

*MIDA’s Corporate Communications Division, in collaboration with the Green Technology Division, is seeking quotations from qualified vendors for the construction of a customised exhibition booth in conjunction with MIDA’s participation in IGEM 2025. The objective is to identify a vendor that is duly registered with the Companies Commission of Malaysia (SSM) and the Ministry of Finance (MOF), and possesses the necessary expertise and capacity to deliver high-quality exhibition booth design and construction services in accordance with the required specifications.*

***2.0 Background***

*MIDA's participation in IGEM 2025 is part of the* ***national green investment promotion strategy*** *and supports the* ***Green Investment Strategy (GIS)****, which is coordinated with relevant ministries and agencies. The main objectives of MIDA's participation are as follows:*

* ***Contribute*** *to the GIS targets by generating potential green investment leads.*
* ***Promoting*** *investment in the green sector and* ***involving*** *new and existing companies, in line with programs like the Large-Scale Solar Programme (LSS5/LSS5+) and the Corporate Green Power Programme / Clean Renewable Energy Subscription Scheme (CRESS).*
* *Provide the latest information on government initiatives and green technology investment opportunities, including the latest incentives.*

***For 2025, MIDA has a target to generate RM3.0 billion in potential green investments through various promotional initiatives and business matching sessions.*** *This includes a strategic collaboration with the Malaysian Photovoltaic Sustainable Energy Association (MPSEA), which will further strengthen MIDA's role as a key strategic partner for the IGEM event.*

*Participating company is required to be registered under the following ‘kod bidang’, as follow:*

|  |  |
| --- | --- |
| ***221305*** | *Perkhidmatan Kesenian/ Hiburan dan Pelancongan/ Penyediaan Pentas/ Pameran Pertunjukan, Taman Hiburan dan Karnival/ Pestaria.* |

***3.0 Booth Specifications and Requirements***

 ***Organisation:*** *Malaysian Investment Development Authority (MIDA)****Booth Number:*** *Hall 1 (#1070 - #1075)*

***Booth Space:******54 sqm (9 meters x 6 meters)***

***Floor Plan:*** *See attached Appendix 1 Floor Plan (IGEM 2025 - Hall 1)*

**

***3.1 Key Deliverables***

 *The appointed company shall be responsible for the following key deliverables in support of MIDA's participation in IGEM 2025:*

***A. Booth Theme and Concept***

* *Propose an* ***open, futuristic, and visually impactful booth*** *concept.*
* ***Integrate sustainable design principles****, such as the use of recycled or carbon-neutral materials and green-certified construction approaches.*
* ***Optimise the 54 sqm booth layout*** *to include:*
	+ *At least four (4) sets of business discussion tables and one (1) sofa set for VIP guests*
	+ *A* ***lockable storage room*** *integrated discreetly*
	+ *A* ***high-visibility feature wall*** *for photo opportunities*
	+ ***Upper-level branding*** *(e.g., overhead structure or signage) with* ***brand visibility at 70% for MIDA and 30% for the strategic partner***
* *Integration of digital panels:*
	+ *At least 1 large LCD screens (~54”)*
	+ *Two (2) standing digital panels*
	+ *Two (2) interactive touch screen kiosks or tablets*

* *Strategically positioned info counters for MIDA and partner visibility*

***B. Booth Design and Development***

* *Conceptualise and develop the overall booth* ***layout****,* ***structure****, and* ***aesthetics****.*
* *The booth must be both* ***modular and open-concept****, prioritising* ***flexibility****,* ***visitor engagement****, and* ***sustainability****, in line with MIDA’s green commitment.*
* *Submit a minimum of* ***three (3) distinct design concept proposals*** *upon submission for selection and further review.*
* *The design may incorporate* ***branding for strategic partners****, if applicable. However, the brand visibility ratio must adhere to a* ***70:30 distribution****, with 70% prioritised for MIDA and 30% allocated to the strategic partner.*
* *Refer to the* ***attached Appendix***  ***2 MIDA Brand Guidelines*** *for alignment.*

 ***C. Creative Content and Visual Materials***

* *Design and produce creative content in English and Bahasa Malaysia (where required).*
* *Assist in compiling, curating, and refining the content with MIDA.*
* *Content must include:*
	+ ***Corporate Introduction****: About MIDA, roles, functions, and services.*
	+ ***Thematic Focus****:*
		- *Renewable Energy (RE)*
		- *Energy Efficiency (EE)*
		- *Green Mobility*
		- *Bioenergy*
		- *Green Hydrogen*
		- *Circular Economy (CE)*
		- *Carbon Capture, Utilisation and Storage (CCUS)*
	+ ***Investment Highlights****:*
		- *Budget announcements related to green industries*
		- *Green Investment Strategy (GIS)*
		- *Green financing opportunities*
		- *Regional Economic Corridors (RECs) and their green initiatives*
* *Visuals must cover static (posters, banners) and be able to be displayed for digital (interactive panels, LCD visuals) formats.*

 ***D. Printing, Production, and Fabrication***

* *Perform all necessary printing and booth fabrication work.*
* *Use eco-friendly, high-quality, and durable materials.*
* *Ensure precise execution per approved designs.*

***E. Setup, Utilities and On-Site Coordination***

* *Oversee off-site preparation and on-site installation at KLCC.*
* *Provide full assembly including:*
	+ *LED COB lighting, spotlights/downlights*
	+ *Plug points in discussion and AV areas*
	+ *AV systems and interactive elements*
	+ *Electrical compliance with organiser requirements*
* *Coordination with event organiser for main utilities*

 ***F. Green Booth Requirements***

* *Booth must highlight MIDA’s sustainability focus.*
* *Adopt eco-friendly materials and energy-efficient equipment.*
* *Visual content shall emphasise on:*
	+ *Supply chain sustainability*
	+ *Carbon neutrality*
	+ *Circular economy messaging*
	+ *Interactive eco-awareness content*

***G. Amenities and Visitor Engagement***

* *Provide coffee, mineral water, and light refreshments across all 3 event days (estimated 400 cups).*
* *Ensure comfortable and accessible design for visitors and VIPs.*
* *Enhance visitor engagement through layout, visuals, and interactive stations.*

 ***H. Storage and Operational Needs***

* *Include discreet lockable storage space for brochures and personal items.*
* *Storage must be easily accessible to MIDA staff.*

 ***I. Compliance and Safety***

* *Adhere to all IGEM 2025 and KLCC regulations including:*
	+ *Structural safety*
	+ *Fire and evacuation compliance*
	+ *Accessibility (OKU-friendly)*
* *Submit required approvals and certifications (e.g. insurance, load specs) as and when required by the event organiser or main contractor.*

***3.2 Project Timeline***

*All deliverables are to be completed within the specified project timeline and subject to approval by MIDA’s Management.*

 ***4.0 Indicative Budget***

*The indicative budget for the execution of all deliverables outlined under para 3.1 is estimated at* ***RM75,000.00 (including 8% SST)****. Please note that MIDA is not obliged to appoint the company offering the lowest quotation.*

***5.0 General Terms***

*To ensure clear expectations and smooth implementation, the following general terms shall apply throughout the project lifecycle and upon its completion:*

* *All final outputs including booth layout, design assets, visuals, and multimedia content shall become the property of MIDA upon project completion.*
* *Full intellectual property rights (IPR) for all developed materials i.e. graphics, animations, and creative content, shall be transferred to MIDA, without restriction.*
* *The vendor is responsible for complete* ***dismantling and removal*** *of the booth structure after the exhibition, in accordance with the organiser’s timeline and KLCC venue regulations.*
* *A* ***dedicated project coordinator*** *must be assigned by the vendor to act as the single point of contact with MIDA, responsible for managing design, coordination, build-up, event operations, and teardown activities.*

***6.0 Disclaimer***

*This document is not guaranteed to be free from errors, omissions, or deficiencies. Should any errors, omissions, or defects be identified, MIDA reserves the right to amend this document or any part thereof and will notify you accordingly. MIDA may also request additional information to be provided in relation to this document, the project context, or the submitted proposal.*

***7.0 Appendices***

*Appendix*  *1 - Floor Plan for Hall 1 and 2, KLCC*

*Appendix I* *2 - MIDA Brand Guidelines*

**BAB 3 – JADUAL MAKLUM BALAS TEKNIKAL**

Syarikat perlu **mengemukakan (tiga) 3 cadangan rekabentuk struktur reruai**, berserta dengan cadangan susun atur ruang lantai dalam format *(hardcopy* dan *softcopy)* untuk pertimbangan dan penilaian sebutharga.

**BAB 4 - KETERANGAN MENGENAI KAKITANGAN & PENGALAMAN SYARIKAT**

1. **PENGALAMAN/PROFIL SYARIKAT**

Senarai projek yang seumpama yang telah disiapkan dalam tempoh tiga tahun terakhir mengikut kronologi:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Butiran Kontrak** | **Nama Pelanggan****dan Alamat** | **Jumlah****Kontrak (RM)** | **Tarikh Siap** |
|  |  |  |  |  |

1. **PROJEK YANG SEDANG DILAKSANAKAN**

Senarai projek:-

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Butiran Kontrak** | **Nama Pelanggan & Alamat** | **Jumlah Kontrak (RM)** | **Tarikh Mula** | **Tarikh Dijangka Siap** | **% Kemajuan** |
|  |  |  |  |  |  |  |

**BAB 5 – JADUAL MAKLUM BALAS HARGA**

|  |  |  |  |
| --- | --- | --- | --- |
| ***No.*** | ***Category*** | ***Description of Scope*** | ***Costs Price (RM)*** |
| ***1*** | *Booth Concept & Design Development* | *Conceptualisation, 3D visualisation, refinement of selected booth design, and incorporation of MIDA’s branding strategy and sustainability elements.* |  |
| ***2*** | *Creative Content Development* | *Content curation and creative development of booth visuals (posters, LCD, touch panels).* |  |
| ***3*** | *Production & Printing* | *Printing of visuals, collaterals, panels, and branding elements.* |  |
| ***4*** | *Booth Fabrication & Setup* | *Fabrication, on-site assembly and post-event dismantling of booth structure, including manpower and logistics.* |  |
| ***5*** | *Digital Equipment & AV* | *Rental/supply of digital panels (1x LCD screens), 2x digital standing panels, 2x interactive kiosks, and required lighting (LED COB) and plug points.* |  |
| ***6*** | *Furnishings & Fittings* | *Setup of discussion tables (minimum 4 sets), VIP sofa set, info counters, carpets, storage space, and feature wall for photography.* |  |
| ***7*** | *Amenities & Hospitality* | *Provision of hospitality (e.g. 400 cups coffee, drinking water, light tidbits) for 3 exhibition days.* |  |
| ***8*** | *Project Coordination* | *Dedicated project coordinator, liaison with venue organiser, safety documentation, and on-site supervision.* |  |
| ***Sub-total (RM)*** |  |
| ***8% SST (RM)*** |  |
| ***Grand Total (RM)*** |  |

**BAB 6**

**BUTIR-BUTIR PENYEBUTHARGA & MAKLUMAT KEWANGAN SYARIKAT**

Syarikat perlu mengisi dengan lengkap semua seksyen dalam borang ini. Sekiranya ruang tidak mencukupi, maklumat boleh dikemukakan dalam kertas berasingan.

**A. MAKLUMAT AM**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Nama Syarikat | : |  |
|  | Alamat | : |  |
|  | No. Telefon | : |  |
|  | No. Faks | : |  |
|  | Emel | : |  |
|  | Tarikh Pendaftaran / Penubuhan | : |  |
|  | No. Daftar Syarikat / Perniagaan | : |  |
|  | Tempat Pendaftaran/ Penubuhan | : |  |
|  | Komposisi Pemegang Saham | : |  |
|  | **No.** | **Nama Pemegang Saham** | **Jawatan** | **% Pegangan** |
|  |  |  |  |  |

* 1. Peratusan Penyertaan Bumiputera : \_\_\_\_\_\_\_\_ (%). (Sila kemukakan maklumat lanjut atau salinan sah pendaftaran sebagai Pembekal Bumiputera dengan Kementerian Kewangan).
	2. Maklumat Pendaftaran Kementerian Kewangan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **No. Pendaftaran** | **No. bidang** | **Butiran / Keterangan** | **Tempoh Sah** |
|  |  |  |  |  |
|  |  |  |  |  |

Nota : Sila lampirkan salinan sijil pendaftaran.

12. Struktur Modal Syarikat :

|  |  |
| --- | --- |
| 1. Modal Dibenarkan
 | : |
| 1. Modal Berbayar
 | : |

**B. KEWANGAN**

a. Ringkasan aset dan tanggungan berdasarkan akaun yang diaudit bagi tiga (3) tahun terakhir.

|  |  |  |  |
| --- | --- | --- | --- |
| **Tahun Kewangan:** | **2022(RM)** | **2023****(RM)** | **2024****(RM)** |
| * Jumlah Aset
* Aset Semasa
* Jumlah Tanggungan
* Tanggungan Semasa
* Nilai Bersih
* Modal Kerja
 |  |  |  |

* + 1. Bank-bank Utama:

|  |  |  |
| --- | --- | --- |
| **No.** | **Nama Bank & Alamat** | **Jenis Akaun** |
| 1.2.3. |  |  |

* + 1. Kemudahan Kredit (Jenis dan jumlah kredit yang boleh disediakan oleh syarikat:)

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Jenis Kemudahan Kredit** | **Bank/Institusi Kewangan** | **Jumlah (RM)** |
| 1.2.3. |  |  |  |

**Nota:**

1. **Penyata Kewangan yang telah diaudit bagi tempoh tiga (3) tahun terakhir hendaklah disertakan bersama-sama serahan borang sebutharga.**
2. **Penyata Bank bagi tempoh tiga (3) bulan terakhir hendaklah disertakan bersama-sama serahan borang sebutharga.**

**LAMPIRAN SEMAKAN**

**SEBUTHARGA PERKHIDMATAN PEMBINAAN STRUKTUR RERUAI SEMPENA PENYERTAAN MIDA DALAM ACARA IGEM 2025**

**SEBUTHARGA MIDA BIL: 27/2025**

Sila tandakan **( √ )** bagi Dokumen-dokumen yang disertakan.

| **Bil.** | **Perkara / Dokumen** | **Semakan oleh Syarikat** | **Semakan oleh** **MIDA** |
| --- | --- | --- | --- |
|  | **Surat Akuan Penyebutharga\*** |  |  |
|  | **Surat Akuan Pembida\*** |  |  |
|  | Maklumat Suruhanjaya Syarikat Malaysia (SSM) (Salinan sijil disertakan) |  |  |
| **Berdaftar dengan SSM\***  |  |  |
| 1. No. Sijil Pendaftaran (sila nyatakan)
 |  |  |
| 1. Tarikh Sijil Pendaftaran (nyatakan)
 |  |  |
|  | Maklumat pendaftaran dengan Kementerian Kewangan (MOF) (Salinan Sijil Akuan Pendaftaran dengan MOF disertakan) |  |  |
| Syarikat **berdaftar dengan Kementerian Kewangan (MOF)\*** dalam kod bidang berikut (dan tempoh pendaftaran masih berkuatkuasa):**221305 - Perkhidmatan/ Kesenian, Hiburan dan Pelancongan/ Penyediaan Pentas/ Pameran Pertunjukan, Taman Hiburan dan Karnival/Pestaria** |  |  |
| * + - * 1. No. Sijil Akuan Pendaftaran (nyatakan)
 |  |  |
| * + - * 1. Tempoh Sahlaku Sijil Pendaftaran (nyatakan)
 |  |  |
| * + - * 1. Salinan Sijil disertakan
 |  |  |
| * + - * 1. Sijil Akuan Pendaftaran Bumiputera (jika ada)
 |  |  |
| * + - * 1. Peratus Penyertaan/Ekuiti Bumiputera (nyatakan, jika ada)
 |  |  |
| 5. | **Syarikat mengemukakan Sijil Pematuhan Cukai (TCC)\*** |  |  |
| 6. | Jadual Maklum balas Teknikal *(Hardcopy & Softcopy)* |  |  |
|  | * + 1. Tiga (3) *mock-up* cadangan rekabentuk
 |  |  |
| 7. | Maklumbalas Harga *(Hardcopy & Softcopy)* |  |  |
| 1. Borang Jadual Harga
 |  |  |
| 1. Penyata Kewangan (yang telah diaudit) untuk 3 tahun terakhir
 |  |  |
| 1. Penyata Bank untuk 3 bulan terakhir
 |  |  |
| 8. | Lain-lain – profil syarikat, katalog, pengalaman kerja dan/atau mana-mana yang seumpama |  |  |
| 9. | **Pengesahan Oleh Syarikat\*** |  |  |

 **\*Mandatori**

|  |
| --- |
| **PENGESAHAN OLEH SYARIKAT** |
| Dengan ini saya mengesahkan bahawa saya telah membaca dan memahami semua syarat-syarat dan terma yang dinyatakan di dalam dokumen sebut harga. Semua maklumat yang dikemukakan adalah benar. |
|

|  |  |  |
| --- | --- | --- |
| Tandatangan | : | ..................................................................................... |
| Nama | : | ..................................................................................... |
| Jawatan | : | ..................................................................................... |
| Tarikh | : | ..................................................................................... |

 |

|  |
| --- |
| **PENGESAHAN OLEH MIDA** |
| Jawatankuasa Penilaian Sebutharga mengesahkan penerimaan dokumen bertanda kecuali bagi perkara bil. .......................................... (jika ada) :- |
|

|  |  |  |
| --- | --- | --- |
| Tandatangan | : | ..................................................................................... |
| Nama | : | ..................................................................................... |
| Jawatan | : | ..................................................................................... |
| Tarikh | : | ..................................................................................... |

 |