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|  | **PUSAT PEMAJUAN KOMPETENSI BAHASA****Kod Dokumen: BR02/EXT** |
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|
| **BORANG PERMOHONAN KURSUS BAHASA*****LANGUAGE COURSE APPLICATION FORM*** |

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| Nama / Institusi / Syarikat: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Name / Institution / Company* |
| Alamat / *Address*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Pegawai Bertanggungjawab/: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Person-in-Charge* |
| No. Telefon (Pejabat): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. Telefon Bimbit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Phone No. (Office)* *Mobile No.* |
| Kursus Dipohon: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Course(s) Requested* |
|  Intensif / *Intensive* [ \_\_\_\_\_ jam / hari (*hours / day*)] |
|   Biasa / *Normal* [ \_\_\_\_\_ jam / minggu (*hours / week*)]Tempoh Kursus / *Course Duration*: \_\_\_\_\_\_\_\_ jam / *hours*Tarikh Mula / *Beginning Date*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Bilangan Peserta / *No. of Participants*: \_\_\_\_\_\_\_\_   |
| Tempat Kursus / *Venue*: CALC Lain-lain / *Others* (Sila nyatakan / *Please state*):   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
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| Keperluan Lain (Jika ada):*Other Requirements (If applicable)* |
| 1. Sijil Penyertaan (Kehadiran) / *Certificate of Attendance*
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| 1. Ujian / Penilaian / *Test or Evaluation*
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| Kaedah Pembayaran / *Mode of payment*:  |
| Tunai / *Cash* Pesanan kerajaan / *Local order* Invois / *Invoice*   |
| Pelarasan antara PTJ (UPM) / UPM *Internal Transfer*  |
| **Nota:** Sila serahkan satu (1) salinan bukti pembayaran kepada pihak CALC selepas pembayaran dilaksanakan.~~/~~ *Please provide us with one (1) copy of proof of payment after payment is made into UPM account.* |
| Tandatangan Pemohon:Cap rasmi (jika ada): *Signature of Applicant: Official stamp (if any):*Tarikh / *Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
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| **Kegunaan Pejabat / *Office Use*** |
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|  Setuju Laksana Perkhidmatan Tidak Setuju Laksana Perkhidmatan(Sebab): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tarikh Permohonan Diterima: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Tempoh Kursus: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Penerimaan Bayaran: Tunai Cek Pindahan antara bank (EFT) Pelarasan antara PTJ (UPM) LO Nama Pengajar: 1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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