

### INDUSTRIAL TRAINING REPORT

# MANAGEMENT SERVICES AND HUMAN RESOURCES DEPARTMENT INTELLECTUAL PROPERTY CORPORATION OF MALAYSIA (MyIPO) UNIT 1 - 7, JALAN BAWAH, MENARA UOA BANGSAR NO. 5, JALAN BANGSAR UTAMA 1 59000 KUALA LUMPUR

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#### **ABSTRACT**

The academic writing report paper is based on the period of Industrial Training (IMC690) from 4 February 2015 until 30 June 2015 in Intellectual Property Corporation of Malaysia (MyIPO). The report is carried out based on Industrial Training that have be made by Mastura binti Md Zali a student Semester 7 of Bachelor of Information Science (Hons.) Records Management (IM246). By doing the industrial training, it made the student expose with the real environment of the working areas. Besides that, student is able to understand the functions and activities that the organization provides such as gives protection towards the intellectual property in Malaysia. Thus, can made the student be able to work in a teamwork and be a part of the agency during the industrial training.

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# TABLE OF CONTENT

Contents	Page Number
Chapter 1: Introduction	
1.1 Background of an Agency	1-2
1.1.1 The Location of Industrial Training	3-4
1.1.2 Vision and Mission of MyIPO	5
1.1.3 Objectives of MyIPO	5
1.1.4 Functions of MyIPO	5
1.1.5 Services of MyIPO	6
1.1.6 Service terms	6-8
1.1.7 Legislations and Acts	8
1.1.8 MyIPO's Logo Rationale	9
1.1.9 MyIPO	9
1.1.10 The Red Ring	9
1.2 Organizational Structure of MyIPO	10-11
1.3 Organizational Corporate of MyIPO	12
Chapter 2: Organization Information	
2.1 Departmental Structure	13
2.1.1 Division within Management Services and	13
Human Resource	
2.1.2 The Human Resource Unit	13
2.1.3 The Management Services Section	14
2.2 Departments Function	14
2.3 Department Chart	15
Chapter 3: Industrial Training Activities	
3.1 Training Activities	16
3.1.1 Timetable	17
3.1.2 Asset Management/ Inventory and File	17-18
Management Unit	
3.1.3 Customer Service Counter Unit	18
3.1.4 Financial Unit	18
3.1.5 Human Resource Unit	19

## LIST OF FIGURES

Description
Intellectual Property Corporation of Malaysia (MyIPO)
Location of Intellectual Property Corporation of Malaysia (MyIPO)
Logo of Intellectual Property Corporation of Malaysia (MyIPO)
MyIPO Organizational Chart
Organizational Corporate of MyIPO
Department Chart
UiTM Log Book Cover
UiTM Log Book Contents
MyIPO Log Book Cover
MyIPO Log Book Contents
Example of Form
Example of Personnel files
Example of place to record the document in files