



**UNIVERSITI TEKNOLOGI MARA**  
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**PRACTICAL TRAINING**  
**ADS666**

**TITLE OF PRACTICAL REPORT:**  
**PRODUCING TEMPORARY OCCUPATION LICENSE (TOL) REPORT**

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## **Chapter 1**

### **Introduction to the organization**

#### **1.0 Introduction of Land and Survey Department**

Land and Survey department was established under Ministry of Planning and Resource Management which authorized by Sarawak state government. There are 12 divisional offices including headquarters around the Sarawak. It located at Kuching, Samarahan, Sri aman, Betong, Sarikei, Sibu, Mukah, Kapit, Bintulu, Miri and Limbang. Land Regulation was introduced by Mr. James Brooke as the first Rajah of Sarawak in. It's been introduced in year 1863.No form of land tenure as it was understood in English Law existed under the Government of Brunei when Mr. James Brooke took over responsibility for the Government of Sarawak in 1841. The first Rajah did not immediately interfere with the system of customary law which existed in Sarawak at that time, and it was not until 1863 that the first Land Regulations were introduced with the approval of the Supreme Council. The Land Regulation of 1863 was comprehensive regulations although they were comparatively simple in nature. Provision was made in these regulations for the issue of leases for 900 years and for grants in fee simple or grants in perpetuity. These regulations were amended from time to time and were supplemented by various Land Orders to meet the changing needs and to overcome administrative problems, and it was only in 1920 that the first comprehensive land legislation recognisable by legal standards as a statute was introduced as Order No. VIII of 1920.In 1931, the Order of 1920 and the Regulations issued under the Order were replaced by Order No. L-2 (Land Ordinance).

## Chapter 2

### Schedule of practical training

**2.0** Below is report and summarization of daily training extracted from the log book.

Week / date	Description of jobs
<p><b>Week 1</b></p> <p><b>16 Mei until 20 Mei 2011</b></p>	<p>On the first day, 16 Mei 2011, I went to Land and Survey department to make a report duty. I have been asking to make a report duty to administrative section by meeting with assistant officer, Madam Jamaliah binti Jafar. I have through the orientation process which by been introduced into each section such as Survey, Land, Planning, Valuation, Enforcement, Information System, Administration and Registry. From that orientation, I been exposing to know with each other and learned about function, responsible and role of each section. At the day, I meet with superintendent, Encik Taib Belal. He assign task to me to prepare report regarding Temporary Occupation License (TOL). Administrative section decided to allocate me at Land section 2. On 17 Mei, was public holiday which a Wesak day. Under section Land 2, Mr. Abdul Khalil bin Hj Amit been my supervisor. Through task delegation from superintendent, the supervisor asked me to analyze Resettlement Scheme / Kampong</p>

## **Chapter 3**

### **Analysis**

#### **Producing Temporary Occupation License (TOL) Report**

**3.0** To producing this report, two main stages must through in order to gathering effective report with accurate information.

##### **3.1 Stage 1: Data processing on Temporary Occupation License (TOL)**

Data are collection of facts – unorganized but able to be organized into useful information. Here I collected the unorganized data regarding the TOL applicants under 7<sup>th</sup> Malaysia Plan that covered six (6) Resettlement Scheme / Kampong Extension which consist Tanjung Bundong Fasa 3, Moyan Ulu, Sebandi Matang Ulu, Serpan, Tambirat and Jaie. Data been manipulated to produce output such as report. When this output can been used to help people make analysis decisions, recommendation and conclusion, it is called information. Processing is series of actions or operations that convert inputs to outputs that known as useful information. The data information system is used to include the resources such as people, procedures, and devices that are used to accomplish the processing of data for producing the desirable output. Computer data processing is any process that a computer program does to enter data and summarise, analyse or otherwise convert data into usable information. The process may be automated and run on a computer. It involves recording, analysing, sorting, summarising, calculating, disseminating and storing data. Because data are most useful when well-presented and actually *informative*, data-processing systems are often referred to as information systems. Nevertheless, the terms are