

UNIVERSITI TEKNOLOGI MARA SARAWAK
FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY
STUDIES
BACHELOR OF ADMINISTRATIVE SCIENCE (HONS.)

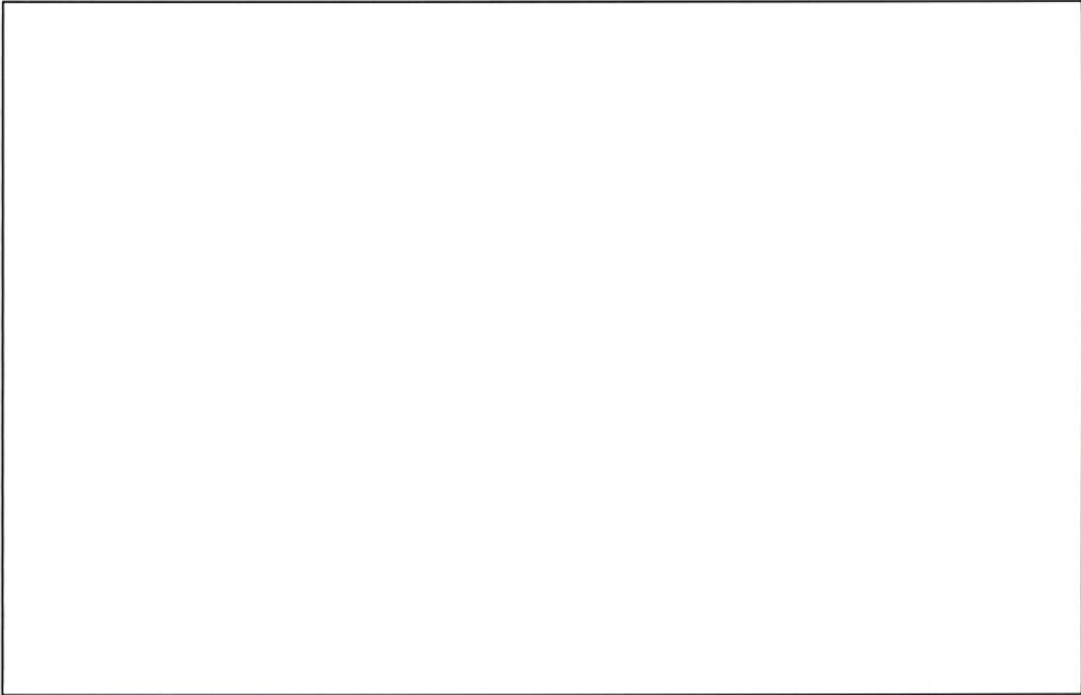


AN OVERVIEW OF PROCUREMENT PRACTICE IN
COMPANY COMMISSION OF MALAYSIA KUALA LUMPUR

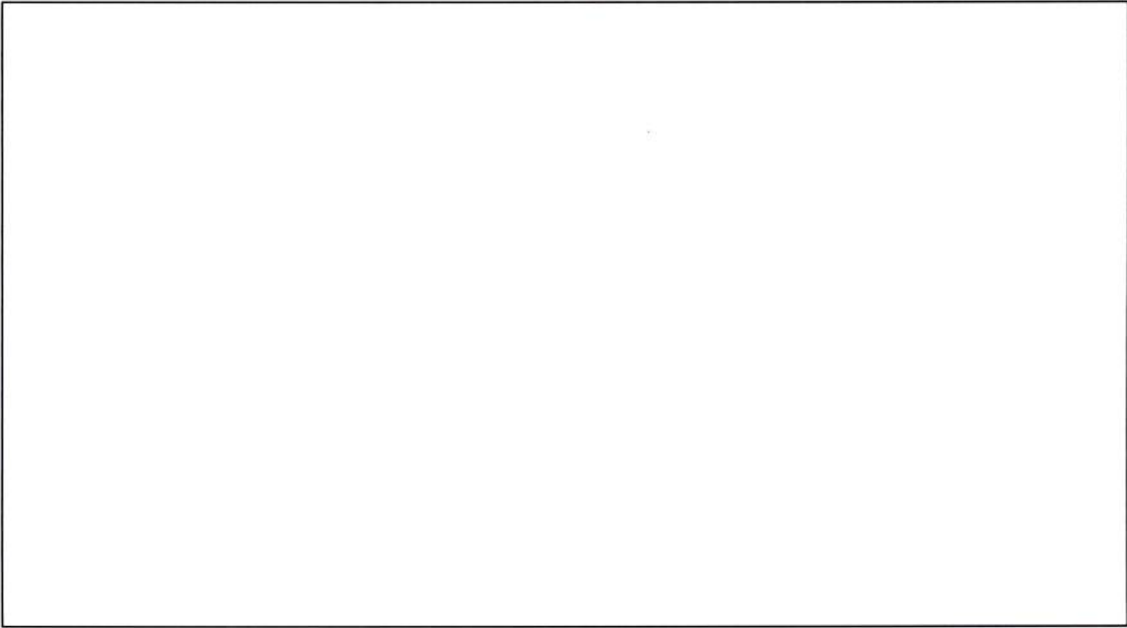
NURUL FAZREN BINTI KAMARUZZAMAN
2013653236

JULY 2016

Supervisor's Comments

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Moderator's Comments

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ACKNOWLEDGEMENT

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LIST OF ACRONYMS

<i>BYM</i>	<i>Badan Yang Meluluskan</i>
CIDB	Construction Industry Development Board
EFT	Electronic Funds Transfer
<i>JPB</i>	<i>Jawatankuasa Perolehan B</i>
<i>PKK</i>	<i>Pusat Khidmat Kontraktor</i>
ROB	Registrar Of Businesses
ROC	Registrar Of Companies
LLP	Limited Liability Partnership
LPO	Local Purchase Order
SPA	Security Posture Assessment

CHAPTER 1

INTRODUCTION

1.1 Chapter Review

This chapter contains seven sections. Section 1.2 Background of Companies Commission of Malaysia. Section 1.3 Vision of Companies Commission of Malaysia. Next, Section 1.4 Strategic Thrusts of Companies Commission of Malaysia. Section 1.5 Power of Companies Commission Malaysia. Section 1.6 Functions of Companies Commission of Malaysia. Section 1.7 Organization Structure. Section 1.8 Logo and lastly Section 1.9 Summary of Chapter 1.

1.2 Background of Companies Commission of Malaysia

Companies Commission of Malaysia is a statutory body responsible for regulating companies and businesses in Malaysia and is an agency under the Ministry of Domestic Trade, Cooperatives and Consumerism Malaysia. The Companies Commission of Malaysia is a statutory body formed as a result of a merger between the Registrar of Companies (ROC) and the Registrar of Businesses (ROB) in Malaysia which regulates companies and businesses. Next, Companies Commission of Malaysia came into operation on 16 April 2002.

Basically, the main activity of Companies Commission of Malaysia is to serve as an agency to incorporate companies and register businesses as well as to provide company and business information to the public. As the leading authority for the improvement of corporate governance, Companies Commission of Malaysia fulfils its function to ensure compliance with business registration and corporate legislation through comprehensive enforcement and monitoring activities so as to sustain positive

developments in the corporate and business sectors of the Nation. Apart from that, it has evolved and has 14 state offices, 4 offices and 1 service center. Moreover, Companies Commission of Malaysia is responsible for the administration and enforcement of the following legislation. For instance, Companies Act 1965 (Act 125), Registration of Businesses Act 1956 (Act 197), Trust Companies Act 1949 (Act 100), Kootu Funds (Prohibition) Act 1971 (Act 28), Limited Liability Partnerships Act 2012 (Act 743) and also any subsidiary legislation made under the Acts specified such as Companies Regulations 1966 and Registration of Businesses Rules 1957.

1.3 Vision of Companies Commission of Malaysia

- “To Be A World Class Corporate Registry And Regulatory Authority That Meets Business Needs Through Effective Registration, Information, Regulation And Advice”

- ❖ Meeting Business Needs

Companies Commission of Malaysia is driven to meet business needs which includes providing greater value proposition through quality products and services with excellent service delivery.

- ❖ Effective

Companies Commission of Malaysia aims to achieve operational excellence in all the activities it undertakes. This requires Companies Commission of Malaysia to be effective as an organisation whereby resources are optimised and objectives are accomplished on a timely basis.

- ❖ Registration, Information, Regulation

In becoming the leading corporate regulator, Companies Commission of Malaysia will concentrate its efforts to building a solid foundation in its core functions. Our target is to achieve unparalleled standards in these three areas.

❖ Advice

A new dimension of focus aimed towards enriching the business community by providing value adding business advisory services.

1.4 Strategic Thrusts

1.Promoting and driving good governance to enhance a conducive business environment.

2.Delivering innovative products and services to meet stakeholder needs.

3.Providing superior service delivery through operational excellence.

4.Generating synergies through strategic collaborations.

5.Evolving to a 'knowledge driven organisation' to develop competitive intelligence.

6.Driving high performance culture through capacity and capability building.

7.Optimising ICT to enhance efficiency, effectiveness and enterprise agility.

1.5 Power of Companies Commission of Malaysia

Companies Commission of Malaysia is awarded power to manage itself well. Firstly, to utilise all assets of the Companies Commission, both movable and immovable, in any way deemed fit and appropriate by the Companies Commission including to obtain loans by the charging of those assets. Apart from that, to impose fees or charges for services rendered by the Companies Commission as prescribed by the

Minister through regulations established under Section 40. Not only that Companies Commission of Malaysia is also responsible to appoint agents, experts or consultants, as deemed necessary, to aid the Companies Commission in carrying out its functions.

Next, to plan and carry out human resource development as well as cooperative and financing programmes for proper and effective implementation of its functions while providing loans to employees of the Companies Commission for purposes approved by the Minister. Apart from that, it also responsible to collaborate or cooperate with any other societies/organisations, bodies or government agencies to form smart partnerships in implementing the functions of the Commission.

1.6 Functions of Companies Commission of Malaysia

One of the Companies Commission of Malaysia's function is to ensure that the provisions of the Companies Commission of Malaysia Act and laws are administered, enforced, given effect to, carried out and complied with. Next, to act as agent of the Government and provide services in administering, collecting and enforcing payment of prescribed fees or any other charges under the laws administered. Not only that , other function is to encourage and promote proper conduct amongst directors, secretaries, managers and other officers of a corporation, self-regulated corporations, companies, businesses, industry groups and professional bodies in the corporate sector in order to ensure that all corporate and business activities are conducted in accordance with established norms of good corporate governance.

Apart from that, to enhance and promote the supply of corporate information under any of the laws administrated, and create and develop a facility whereby any corporate information received by the Companies Commission may be analysed and supplied to the public. Next is to advise the Minister generally on matters relating to

corporate and business activities in relation to the laws administered and lastly to carry out all such activities and do all such things as are necessary or advantageous and proper for the administration of the Companies Commission or for such other purpose as may be directed by the Minister.

1.7 Organization Structure



Figure 1.1 : The organization structure of Companies Commission Malaysia

1.8 Logo



Figure 1.2 : Logo of Companies Commission of Malaysia

1.9 Chapter Summary

Trainee had explained about the background of Companies Commission of Malaysia . The trainee had identifies and understands the strategic thrusts, power and function, vision, and organization's logo and organization structure. Basically, in this chapter trainee had understand information regarding corporate profile of Companies Commission of Malaysia. Based on the information, trainee started to gain new knowledge about Companies Commission of Malaysia and understand more about the functions.

CHAPTER 2

SCHEDULE OF PRACTICAL TRAINING

2.1 Chapter Review

This chapter is focusing on the training schedule which have been recorded on the logbook that have been filled by the practical trainee during the practical training. It begins with Section 2.2 for Introduction. Next, continue with Section 2.3 for the logbook, scope of works and the daily activities while undergo the practical training in the company. Lastly in Section 2.4 is the chapter summary.

2.2 Introduction

During the industrial training program, the trainee, Nurul Fazren binti Kamaruzzaman was given a practical training log book which is for the students to report and summarize the daily activities that are being done while undergo the 2 month of industrial training which is from 20 January 2016 to 16 March 2016. Thus in this chapter, there will be a review of the description of jobs and tasks executed throughout the training which have been undergo at the Companies Commission of Malaysia.

Apart from that, during the practical training, the trainee was placed at the Registration Services Department (Insolvency Section) and Administrative Management Section (Procurement Unit) of Companies Commission of Malaysia Kuala Lumpur . The trainee was under the supervision of Mrs. Norhaslinda binti Salleh and also Mr. Azli Aizam bin Nawawi. Next, all the task or job that have been executed was under the supervision of them along the period of practical training.

Following is the description of the daily activities that have been implemented while the practical trainee undergo their practical training which are in weekly order.

2.3 Practical Training Schedule

The trainee is provided with log book by UiTM Sarawak. All activities done by the trainee is recorded in the log book as the daily routine. The recorded activities must be signed by the Supervisor, Mrs. Norhaslinda binti Salleh and Mr. Azli Aizam bin Nawawi weekly..

Table 2.1 : Practical Training Schedule

Weeks (2016)	List of Activities
<p>Week 1 (20 January-22 January)</p>	<ul style="list-style-type: none"> • Reporting of duty at the Department of Corporate Resources (Practical & Training Unit). • Registration process such as filling internship form and creating organization ID for temporary pass. • Placed at the Registration Services Department (Insolvency Section) under the supervision of Mrs. Norhaslinda binti Salleh. • Briefing from the supervisor regarding the function related with Registration Services Department (Insolvency Section) • Been introduced to all the staff in the Insolvency Section • A short guided tour within the Registration Services Department (Insolvency Section) comprises of Asset Management Unit, Striking Off Unit and Winding Up

Unit.

**Week 2 (25
January-29
January)**

- Processing notice regarding Section 308(1) of Companies Act 1965 . This section basically providing a procedure for a company to be dissolved.
- Briefing from Miss Aina which is the Executive of Training and Human Resources Unit regarding the background of the organization , roles of the organization and function of the Company Commission of Malaysia.
- Briefing regarding work ethics and dress code for the practical students.
- Read up on the Section 308 – Section 318 of Companies Act 1965 to enhance the understanding regarding the function and procedures of Insolvency Section.
- Preparation of notice under Section 308(4) of Companies Act 1965.
- Section 308(4) is a guidelines stated in the Companies Act 1965 regarding the application to strike off the name of a company.
- Read on the “Issuance of New Guidelines to Strike Off The Name of A Company“.
- The Companies Commission of Malaysia announce the issuance of new guidelines on application to strike the name of company under Section 308 of the Companies Act 1965 . The new guideline is officially operational with

effect from the 12 January 2007.

**Week 3 (1
February-5
February)**

- Read on the “Requirements For An Application Pursuant To Section 308(1)
- The requirement mention that the Registrar will have to be satisfied that the application fulfils some requirements. For instance, one of the requirement is the director must obtain the resolution of the shareholders for the initiation of the application to strike off the name of the company from the register on the basis that the company is not carrying on business or the company is not in operation . Basically , if the applicant fulfils all the requirement stated, the application can be pursuant to Section 308(1).
- Managing the application to strike off the name of company documents by checking the items in the application document according to the checklists as a guidance.
- Need to read on the Companies Commission of Malaysia Annual Report for a better understanding on the activities and roles of Companies Commission of Malaysia.
- For instance, related economic surveys, statistical analysis, the supply of corporate information, winding up and striking off company’s name, and termination of the business.
- Briefing regarding practical training in Companies Commission of Malaysia by Mr. Zawawi, Head of

Practical and Training Unit in Companies Commission of Malaysia.

- Briefing regarding the benefit can be enjoyed by the practical student such as monthly leaves and allowances.
- A short guided tour to Department of Compliance, Department of Corporate Communications and Department of Finance under the supervision of Mr.Zawawi with the involvement of all practical students in the organization.
- Briefing regarding business registration, company registration and their application fees.
- Learn on how to get the company's information such as name of directors, name of shareholders, and their financial statement by using Company Business System (CBS)
- Checking the application document regarding an application to strike off
- Briefing from Mrs. Norhaslinda, Head of Insolvency Section about requirement for applicant to pursuant 308(1). She explained all the requirements needed in order to ensure that procedures will be done smoothly and also to avoid redundancy.
- Preparing notice under Section 308(4) which to be send to chosen companies that are already be given notice under

**Week 4 (8
February-12
February)**

Section 308(2) which the requirements are fulfilled, to let them know that their application is in progress and soon the name of the company will be strike off once all the procedures done.

- Check on queries that have been processed by the executive regarding the application to strike off the name of company to be posted back to those companies. Since, they are not following the application format stated.
- Recording data related to those notice that will be posted back in the file provided.
- Checking the application document regarding an application to strike off the name of the company by using Company Business System (CBS) . For instance, on member's resolution, waiver letter, company's compound, and statement of declaration.
- Read on the Guidelines For Declaration of Dissolution in Voluntary Winding Up of A Limited Liability Partnership (LLP).
- One of the modes of dissolving a limited liability partnership (LLP) is through the voluntary winding-up process. This guideline serves to provide guidance for LLPs relating to the requirements and procedures on voluntary winding up and related issue.
- This guidelines, consists of pre application process, application process, right to object to the proposed

**Week 5 (15
February-19
February)**

dissolution and declaration of dissolution of the LLP by the Registrar.

- Briefing from Mrs. Hanita, Head Of Winding Up Unit regarding this winding up process.
- Attend a seminar which discussing on Gender Intelligence delivered by Mr. Ahmad Shafiai
- Printing and stamping notices under Section 308(2) that need to be post to those certain companies.
- Recording company number, for example 987925-P, by using Microsoft Excel regarding winding up documents such as “winding up petition”
- Identify a different types of document regarding winding up a company by court. For instance, winding up petition, order petition, and amended winding up petition.
- Processing notice under Section 308(2) to be post to those related companies.
- Notice also sent to the scanning department for the organization’s future reference.
- Read the guidelines on “Corporate Cessation: Limited Liability Partnership Voluntary Winding-Up”
- Guideline shows list of Limited Liability Partnership Forms which need to be submitted for requesting and application for declaration of dissolution of Limited Liability Partnership (LLP) . For instance, application for

**Week 6 (22
February-26
February)**

reservation of new LLP, application for registration of foreign LLP and application for conversion from private company to LLP.

- Recording daily statistics for those companies that undergo the process of winding up.
- Being a part of team for the retirement ceremony.
- Preparation for retirement ceremony.
- Read “ Guidelines For The Application to Strike Off a Company regarding Section 308(3) of Companies Act 1965.
- Section 308(3) mentioned about how this section vests the discretionary power onto the Registrar to strike off the name of a company which is being wound up if he or she has reasonable cause to believe that.
- Attend the retirement ceremony.
- Recording the address of the companies that will received notice under Section 308(2).
- Addresses are recorded with the post number that have been registered at Pos Malaysia Bhd. Recording these informations is crucial for a future references and for organization record.
- Processing notice under Section 308(2) of Companies Act 1965 to be posted.
- Transferred to Department of Administrative Management

**Week 7 (29
February-4
March)**

in Procurement Unit.

- Placed under the supervision of Mr. Azli Aizam , Head of Procurement Unit.
- Briefing on Procurement Unit by Mr.Azli Aizam regarding processes involved in Procurement Unit . For example, types of procurement , which are direct purchase , tender and quotation.
- Provided with procurement manual regarding property, supplies and services.
- Basically, the manual help me for a better understanding on how procurement works in Companies Commission of Malaysia.
- Printing a memo regarding office space rental agreement for Companies Commission of Malaysia office's in Sabah.
- Open new files such as “Cleaning Services for Office Spaces” for Temerloh, Labuan and Muar branches.
- Tagging files. It is to simplify the processes and also important for future reference.
- For instance, to make it easier for the officer to refer at the tender's information
- Record a list of files that have been opened
- Learn the process of the production for the local purchase order (LPO) by using a flow chart.
- Sending LPO form to the Finance Department for

approval.

- Briefing from Miss Ros Mazitawati, one of the Executive in the Procurement Unit, regarding LPO.
- Process letter for a stamping service agreement between Companies Commission of Malaysia and supplier that has been appointed by Companies Commission of Malaysia for a certain services. For example, cleaning services for office spaces in all branches.
- Printing “ *Manual Perolehan Kerja, Harta, Bekalan dan Perkhidmatan (Volume 3)*” for a meeting.
- Process letter for an agreement between Companies Commission of Malaysia and the chosen supplier that has been appointed by Companies Commission of Malaysia for “Improvement of System Component Services”
- The agreement letter is forwarded along with 4 sets of agreement that have been reviewed by Legal Services Department for a signature by the supplier appointed by Companies Commission of Malaysia.
- Prepare a procurement documents for an approval by *Jawatankuasa Perolehan B (JPB)* for a tender meeting that will be held for the next day.
- *JPB* is responsible for procurement that is not exceeding the amount of RM20 million. This committee is chaired by the Chief Executive Officer and consists of 6 members

**Week 8 (7
March-11
March)**

appointed by the Chief Executive Officer.

- Prepare an agreement documents that will be signed by SSM and suppliers who have been appointed.
- Tagging files. Such as, *Fail Penyewaan Mesin Fotostat* for all branches.
- Recording list of files that have been tagged. For instance, *Fail Penyewaan Mesin Fotostat, Fail Kawalan Keselamatan, dan Fail Pencucian Ruang Pejabat.*
- Processing documents related to tender renewal for Cleaning Services for Office Spaces in Muar.
- Process an agreement letter for Security Posture Assessment (SPA) Services for Companies Commission of Malaysia.
- Letter need to be processed after both parties had signed the agreement document which also forwarded with agreement letter regarding on stamping that need to be done by the appointed supplier.
- Process an agreement letter for cleaning services for office spaces for Perlis branches.
- Process a tender documents for second tender meeting. The reason is, JPB could not finalize the result regarding which tender need to be pick for the service.
- The second meeting is conducted by the private consultants that have been appointed to revise those

**Week 9 (14
March-16
March)**

tender's documents to reach the final result.

- Tagging tender files.
 - Process LPO forms that have been approved by Finance Department to be distributed to an applicant.
 - LPO forms are forwarded to applicant with evaluation forms and EFT forms which stated the information regarding modes of payments to the supplier that has been agreed by the supplier and Companies Commission of Malaysia and also to evaluate their services.
-

2.4 Chapter Summary

In this chapter, the trainee had explained about the task and job that she did during her practical training. Apart from that, it also can be concluded that the trainee is able to understand and adapting herself in the Company Commission of Malaysia working environment especially in Insolvency and Procurement Department and also trainee also managed to experience the work ethic that applied at the department which is every document have their own system to be managed. Instead of that, it is a valuable and meaningful experience that can be treasured from the internship program where all the task and activities that are being given by the supervisor can prepared the trainee for facing the reality of working environment in the future.

CHAPTER 3

ANALYSIS

3.1 Chapter review

This chapter focus on the overview of procurement process in Companies Commission of Malaysia. Firstly, Section 3.2 mentioned about the Introduction to this chapter, Section 3.3 for the Procurement practice in Companies Commission of Malaysia. Next, on Section 3.4 Direct Purchase. Next, Section 3.5 about the Application Form for Procurement and Form Review. Section 3.6 is about the Report, Section 3.7 Local Purchase Order (LPO) Processing. Lastly, Section 3.8 is the Strength while Section 3.9 is about limitations. Lastly, Section 3.10 is about Chapter Summary.

3.2 Introduction

Company Commission of Malaysia is a statutory body responsible for regulating companies and businesses in Malaysia and also an agency under the Ministry of Domestic Trade, Cooperatives and Consumerism Malaysia. The Companies Commission of Malaysia is a statutory body formed as a result of a merger between the Registrar of Companies (ROC) and the Registrar of Businesses (ROB) in Malaysia which regulates companies and businesses. In order to provide good services to the people, Companies Commission of Malaysia were divided into various departments in order to achieve the efficiency and effectiveness towards achieving its vision which is “To Be A World Class Corporate Registry And Regulatory Authority That Meets Business Needs Through Effective Registration, Information, Regulation And Advice”.

Thus, in this chapter we will be focusing on the procurement practice in Company Commission of Malaysia which comprises of a few process. For instance, an overview and completion of direct purchase, application form for procurement, overview of form review and report and also an overview of the Local Purchase Order (LPO) process.

3.3 Procurement Practice in Companies Commission of Malaysia

In providing their services to the people in Malaysia, Company Commission of Malaysia choose to outsourcing or in the public term is also known as public procurement which as according to the Parliament of Malaysia it can be defined as process of buying of goods and services, including consultancies and professional services, construction, maintenance and material supply contracts, facilities contracts, capital equipment and property and leasing arrangements on behalf of a public authority, such as a government agency.

In other words, it can be defined as process of purchasing goods and services on the behalf of the company. In Companies Commission of Malaysia, the outsourcing processes are centralized among its branches which the central is located at Headquarters at Kuala Lumpur. In order to outsource the goods and services, an application need to be send to the Headquarters and next the headquarters will be decided whether the application is being accepted or rejected.

Procurement in Companies Commission of Malaysia can be classified into 4 types, which are property, supplies, works, and services. The definition of procurement and eligibility of contractor to participate in the Companies Commission of Malaysia's procurement according to the type of acquisition are as follows. Firstly, works. This involves work related to civil construction, mechanical and electrical works such as

the construction and renovation of office. The supplier must have a certificate of registration with PKK and CIDB which is still in force in the relevant class or other designated registration certificate Financial Officer.

Next, supplies. This includes the supply of goods supplied to enable the implementation of Companies Commission of Malaysia functions such as printing materials, stationery, fuel, groceries, office inventory and clothing. Move to the next type of procurement, property. Property comprises ownership provided to enable the implementation of the Companies Commission of Malaysia function such as land, property, buildings, office equipment, intellectual property, equipment and computer software, vehicles, furniture and fittings. Moreover, services. This includes manpower or expertise needed to implement and complete a project for specific activities. This service areas are divided into two, namely, consulting services and non-consultant services.

Consulting services covering all types of expertise in a specialized field such as economics, management, environment, agriculture, physical development that necessitates input such as architectural, engineering and surveying works building, management, professional services, and etc. While for non-consultant services, it comprises services such as operation, maintenance and repair, cleaning and cleaning leasing and building management, advertising, transportation, catering, and etc.

Apart from that, Companies Commission of Malaysia had established their own guidelines and procedures in managing the outsourcing procedure. The guidelines and procedures are formed due to the activities of Companies Commission of Malaysia that cover the branches in our whole country. Through a standard procedures that had been created, the process of managing the organization and branches will be easier in

achieving the company goals. There are various standard and processes that need to be done in order to support the procurement process. The procurement process can be divided into various process such as direct purchase, price quotation, tender, requisitions and emergency purchase.

In addition, the organization's procurement principles are basically using government procurement principles. The principles are public accountability which the procurement should clearly reflect the public accountability entrusted with the government. Next, the promotion of transparency as all regulations, conditions, procedures and processes need to be clear and transparent to facilitate better understanding among the organization and contractors. Apart from that, the procurement must have value for money which must bring back best returns and also promoting open and fair competitions to give a reasonable offer and equitable opportunities to all those that are participating or competing in the procurement process. Instead of that, the process involves also must be based on fair dealings which are based on current rules, policies and procedures.

3.4 Direct Purchase

Direct purchase can be defined as any purchases which is not beyond RM50000 or any acquisition of more than RM50000 and up to RM200000 subject to the approval of Approving Committee or known as *Badan Yang Meluluskan (BYM)*. Approving Committee that is responsible for direct purchases is Finance Officer. Finance Officer who is responsible usually the Head of Costs and Budgets Unit in the Department of Finance.

Next, direct purchases will be made at least within 10 working days before an acquisition is required. During my practical training, however, in certain

circumstances which occurred, specified period may be considered by *BYM*. Any direct purchases valued at more than RM50 000 up to RM200 000 are only allowed in circumstances where the acquisition need to be completed in a short period of time subject to the approval of *BYM*. Apart from that, price bid invitation can be made either by the applicant or the Procurement Unit based on the justification of the application. Next, price comparison should be obtained from several suppliers as by the acquisition value provided by Companies Commission of Malaysia.

For direct purchases up to RM25 000, at least 3 suppliers needed for the price comparison. If it is not enough, the applicant must state the appropriate justification. Next for direct purchases exceeding RM25 000 up to RM200 000, at least 5 suppliers needed for the price comparison. If it is not enough, the applicant must state the appropriate justification as well as mentioned earlier. All of this process are differ for every organization and in this chapter the report will be focusing on the process that are involved in Companies Commission of Malaysia in the process regarding a direct purchases.

For Companies Commission of Malaysia Headquarter in Kuala Lumpur and all other branches, a request or an application for a direct purchases will be made once there is a necessity and conducted by the Procurement Department. For example, during my practical training, the request will be send to the Headquarters that is located at Kuala Lumpur and next will be processed. Once the request had been accepted from the branches or the applicant from the Headquarter itself, the officer on duty, will assess the procurement application form to ensure it is complete. If not, it should be queried and returned to the applicant.

During my practical training, at this part, the procurement crew need to be alert and aware with the necessity of the branches as the Headquarters does not have a special body to supervise the necessity of their branches. During my practical training, procurement crew often find this as a problem since they do not have enough officer to process all the application form. Besides that, there is a limitation of time to process all the applications from all branches. During my practical training, some of the officers from branches came to the Headquarter to hand in their procurement application form. This is in order to ensure that their form will be processed even faster.

For example, during my practical training, our department is having a responsibility in handling any requests for direct purchases by applicant from all branches including Companies Commission of Malaysia Headquarter itself. There are numerous applications for direct purchases. For example, a reload card for SmartTAG for organization's transport, rental of program sites for events that was organized by Companies Commission of Malaysia. For example, the latest one is City One Mall in Sarawak for the "SSM One" event last May and also services for tender advertisement in the newspaper such as Utusan Malaysia and News Straits Times Press. Apart from that, catering services also one of the most frequent request by the applicants from all branches. Catering services are often needed in the organization and all the branches since, this organization, organizing a lot of programs for their staffs and also events to promote the functions of Companies Commission of Malaysia to the public.

For example, during my practical training, they were organizing induction course for their staff. Not only that, those catering services also needed weekly since, at the Headquarter, staffs will be given free meals during lunch hour on Monday and Friday.

3.5 Application Form for Procurement

Application form for procurement is one of the tools for an efficient procedure. Apart from that, it is to implement and develop the Companies Commission of Malaysia procurement procedures based on the guidelines given. Next, it is important for the staffs and applicants to have an application form in order to make an application for direct purchase. Not only that, application form for procurement is essential to certify the effective procurement of goods and services across the Companies Commission of Malaysia in branches in Malaysia.

During my practical training, For direct purchase, the applicant should submit an application form within 10 working days from the date of an acquisition is required. This is refers to all of the applicants that is requesting for a direct purchases. For example, applicant from all the branches such as Labuan, Sarawak, Perak, Muar and Negeri Sembilan. All those application form need to be submitted to the Headquarter in Kuala Lumpur for the next stage. The application form must be completed according to the requirements stated. During my practical training, procurement department in the Headquarter, there is only one officer in the Procurement Department who is responsible to process the application forms from all of the branches regarding direct purchase. From there I can observe that, the next stage after submitting an application form are always delayed due to the insufficiency of the officer who is responsible to process the application form.

There are a few items in the application form that should be noted by the applicants. Firstly, the instruction. Applicants shall refer to the manual acquisition and related financial circular as a guide to filling in the application form. Next, the support must be obtained from the director / head of department / head of the relevant section. Not

only that, the form of acquisition that queried must be returned to the unit cost within 3 days from the date of the query. All these procedures are carried out according to the guideline and manual during my practical training.

The application form consists of few items that need to be fill in completely. For example, name of applicant, application, details, scope of work or specification of the required procurement, amount or value of the procurement. Not only that, the applicant also need to mention the purpose of the procurement that he or she request. Apart from that, applicant shall state that the market study is done so that the acquisition is the most suitable and profitable. This review shall take into account aspects of quality, price, consumption, maintenance costs and other factors that are appropriate. During my practical training, all the applicants are completing their application within the time given and it is also successfully completed with the support from the Head of Section and also the director in charge for every department.

3.5.1 Form Review

Procurement unit is responsible for reviewing and examining the application form submitted by the applicants. During my practical training, all the officers in procurement unit will be responsible for form review. They will ensure that some of these things comply with procurement requirement. In addition, they also ensure that all information provided is clear and understandable to avoid misunderstanding. The following are some things to be taken into account by the officers to process the application. There are, specifications, quantities, review of documents submitted and the review of the budget. This refers to whether the work , property, supplies, services are stated clearly and concisely

Next, for the application that are not included with bid prices, procurement crew will be responsible to get quotes from suppliers. If there is no quotation submitted along with the application form, Procurement Unit will get a quote referring to the specifications and quantity required. During my practical training, I can observed that all the applicants are successfully include their applications with bid prices. So from there, Procurement Unit do not need to get a quotes from suppliers.

After the form review is complete, and if an officer found that there is incomplete application forms, information specification / quantity is not clear, or other information required to support the application, Procurement Unit will return the application to the applicant for them to complete the information within 3 days.

3.6 Report

Procurement Unit also responsible for providing reports for consideration and approval from Approval Committee (*Badan Yang Meluluskan*) for certain aspects. During my practical training, reports shall be prepared by the officer in the procurement unit. The report should explain the details on the acquisition of the required work, property, supplies or services. In addition, clear information about the procurement method should also be included in the report.

For example, direct purchase method. In addition, the report also shall include the information on selection of the suppliers. Basically, the report that has been prepared by the officer which is the Executive, will be send to the Head of Procurement Unit to be review before handing over to *BYM*. This report will be handed to few officers which is included in the *BYM* for their judgement and approval. For instance, Director of Corporate Resources in Headquarter. During my practical training, this stage will be processed within a week.

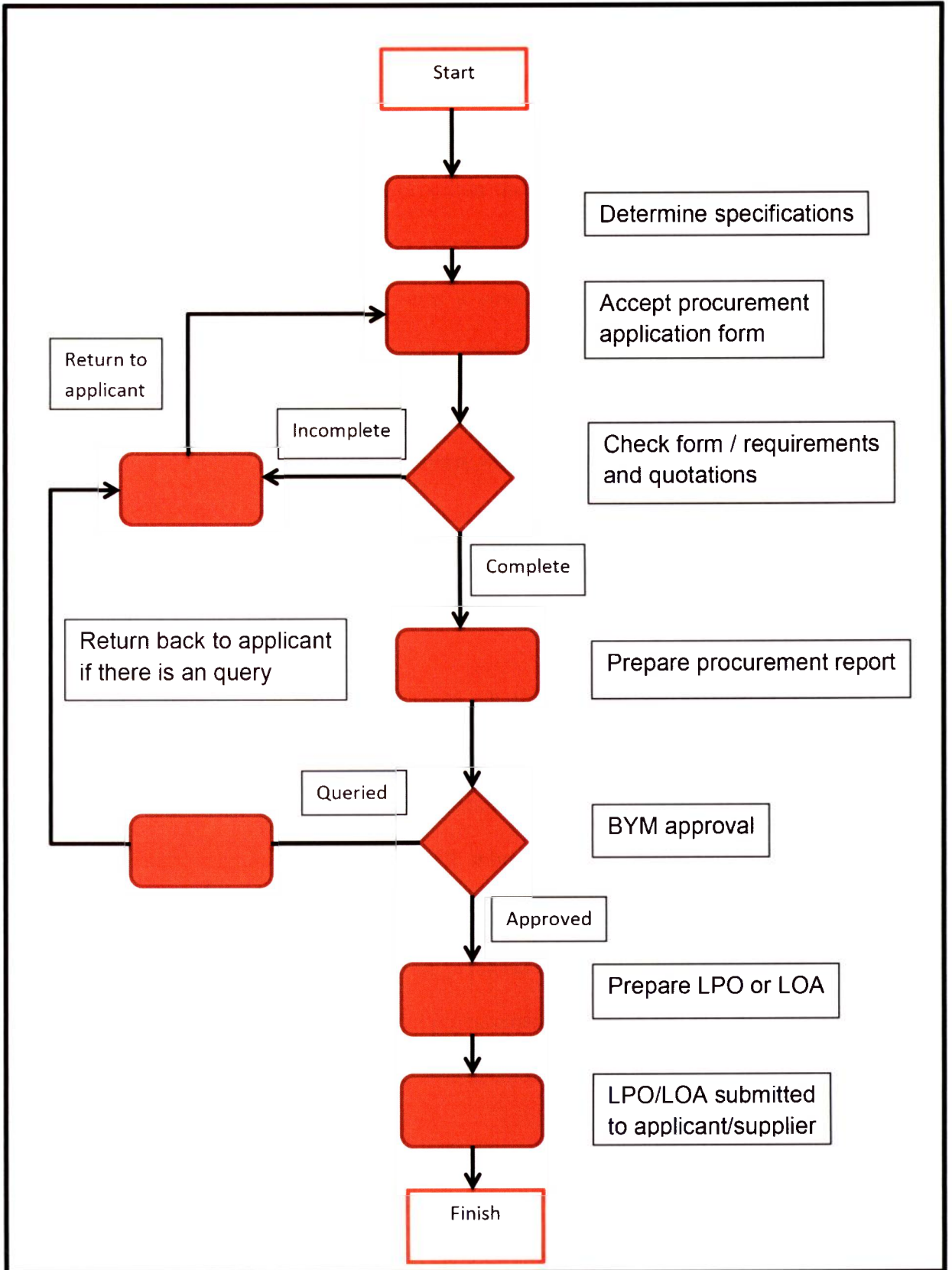


Figure 3.1 : Flow chart for procurement process of direct purchase

3.7 Local Purchase Order (LPO) Processing

A Local Purchase Order (LPO) is a commercial document issued by a buyer to a seller, indicating the products, quantities and agreed prices for products or services that the seller will provide to the buyer within the national or local boundaries. In other words, it is a buyer-generated document that permits a purchase transaction. When accepted by the seller, it becomes a contract binding on both parties. A purchase order sets forth the descriptions, quantities, prices, discounts, payment terms, date of performance or shipment, other associated terms and conditions, and identifies a specific seller. Also, in the event when the buyer refuses payment, the seller is protected because the purchase order is a binding contract between both parties. During my practical training, a local purchase orders or bid acceptance letter is provided after obtaining approval from *BYM*.

Firstly, Procurement Unit will be checking on the supplier ID in their system. Supplier ID is essential in identifying potential suppliers. Apart from that, it is imperative for the organization to get information about their suppliers. If there is no supplier records submitted, the officer will submit an application to the Finance Department for the registration of new suppliers and get the supplier ID. After that, once completed, the procurement of direct purchase information will be recorded in the Financial Management System by the procurement officer. Next, the data will be reviewed and approved in the Financial Management System for the production of LPO.

Next, reports and a list of purchase requisition shall be submitted to the Department of Finance for the production of LPO. The officer on duty at the financial side will review the report and prepare the LPO. During my practical training, at this stage, there is always delayed in process. This is due to the lack of officers in authority to

review the report and prepare the LPO. It showed that there was a slow coordination between departments involved. Especially, Finance Department and Procurement Department. As a result, the related procedures could not be followed efficiently. It affects the procedures and other officers to do their task. Furthermore, these two departments are in charge for the direct purchase applications from all branches.

During my practical training, as a practical trainee, I was assigned to send the reports to the Finance Department to be reviewed by the assigned officers. At this stage, usually, the reports will be processed by the officers within 4 days or more. After the LPO has been issued, procurement unit will acquire the LPO provided with a duplicate copy to be approved by the procurement unit. During my practical training, before distributed to the applicants, an officer need to record all the LPO data in the system for their future reference. Finally , LPO are given along with the evaluation form for supplier and also EFT form .

I was assigned to do this part before giving the LPO and EFT form to the applicants, I need to recheck the LPO to ensure that all informations stated in the LPO is accurate and correct to avoid problems with the supplier later. The relevance of these two forms are to evaluate the supplier services and also to provide an information on the modes of payment that are agreed by Companies Commission of Malaysia and the appointed suppliers.

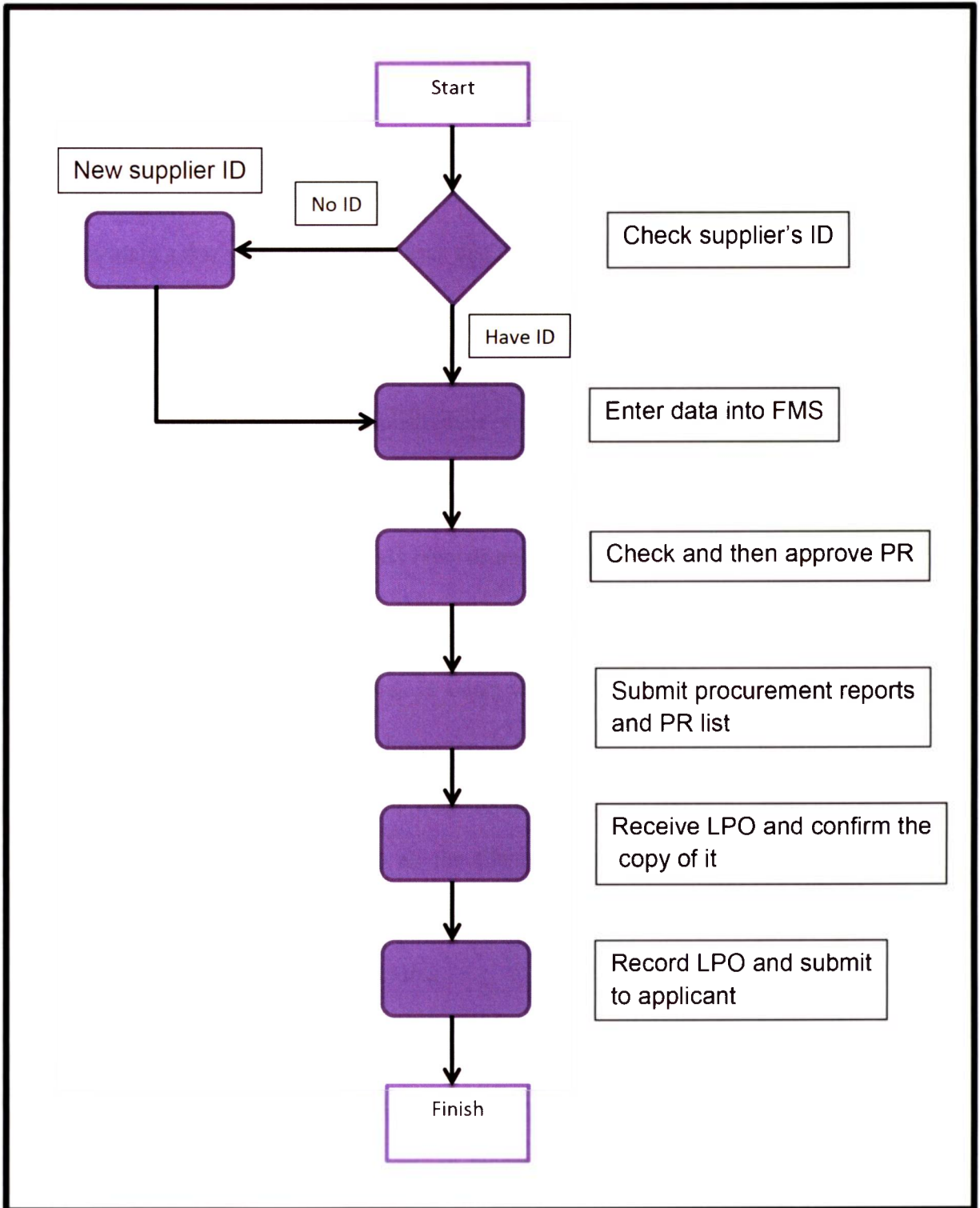


Figure 3.2 : Flow chart process of Local Purchase Order (LPO) production

3.8 Strength

Basically, this part is explaining an overview of Companies Commission Malaysia's strengths in both departments, which are Procurement Department and also Finance Department. Based on the practical training experience, the practical trainee manages to ascertain a few strength or advantages that are being possessed by the organization. This strength can be reflected as their competitive factor in determining the survival of the organization. Instead of that, through the strength that they possessed, it can help the organization to accomplish their vision and mission and next lead to successfulness of the organization. The strength are:

3.8.1 Easy to acquire past records and documents

Documentation can be understand as the material that delivers official information or evidence that serves of the record. In other words, it can be refers as the proper written information and all the information is being keep for the record purpose. In documentation of the procurement file, Companies Commission of Malaysia had allocated a special room to keep all the file related to the procurement unit. For example, *Perkhidmatan Kawalan Keselamatan*, *Perkhidmatan Penyewaan Mesin Fotostat* and *Penyewaan Ruang Pejabat*.

Instead of that, every document was organized in order based on its category. Thus it will be easy to refer to any document if any enquiry is needed. For example, during my practical training, for the renewal of tender agreement. Due to that, me as the trainee need to look up for the document and give it to the officers that were responsible for the agreement. As the company had an organized document management, the process of finding the document is easier and the task will be done efficiently.

3.8.2 Sufficient and up to date facilities

Facilities can be defined as the equipment or the machine that are being used in the organisation to assist the implementation of daily routine and to ensure the organisation capable to compete with other organisation. Thus, a good and sufficient facility is crucial needed in order to manage the good services and delivery to the customer. In implementing daily routine at Companies Commission of Malaysia, the facilities that are being provided are sufficient and up to date. For example there a two photocopy machines in each department. The staffs do not need to get in queue in order to use the machine.

By that, with the good and sufficient facilities, the staffs will not experiencing a time lost. As a result this will avoid redundancy of task that needs to be done as in Administration Department, the usage of photocopy machine is critical in preparing any document or letters. Instead of that, the models of the machine are updated and there is a proper maintenance of the machine. According to the staffs, the maintainance of the machine will be conducted monthly.

3.8.3 Have their own standard operating manual

Next, another strength of the Companies Commission of Malaysia can be seen in term of their operating procedure as they have their own standard operating procedure that promoting their effectiveness and efficiency in delivering their services. During my practical training, I was first exposed to the *Manual Perolehan Kerja, Harta, Bekalan dan Perkhidmatan (Volume 3)* and *Pekeliling Kewangan SSM No.5 Tahun 2003 (Pindaan 1 Tahun 2015)* Through this manual and circular, it responsible as a guideline to the staffs in the procurement unit regarding all of the procurement

activities. Apart from this, it can aid the staff in referring any procedures and steps for a decision making related with any procurement activities.

3.9 Limitations

Basically, this part is explaining an overview of Companies Commission Malaysia's limitations in Procurement Department. Based on the practical training experience, the trainee manages to ascertain a few limitations or disadvantages that are being faced by the organization. This limitations might affect the survival of the organization in the future if there is no action taken by the organization. Instead of that, through the limitations that the trainee managed to identify, it can help the organization to improve their performance to accomplish their vision and mission and next lead to successfulness of the organization. The limitations are:

3.9.1 Slow coordination between Finance Department and Procurement Unit

Slow coordination between Finance Department and Procurement Department can be seen through reports and a list of purchase requisition that shall be submitted to the Finance Department for the production of Local Purchase Order (LPO). As the reports are being issued by the Procurement Department, the problem that raised can be seen during the delayed in issuance LPO by the Finance Department. This can also be identified as human incompetence. All these problems are due to the lack of officers in charge in both departments. As a result, the related procedures could not be followed efficiently and accordingly within the time required. Furthermore, these two departments are in charge for the applications from all branches. So , they are responsible to manage numerous applications requested by the applicants from all branches.

This is because it is crucial for the Finance Department and Procurement Department to coordinate with each other since there is an interdependent relationship between these two departments. This is in order to avoid delayed and redundancy faced by both departments. Thus, crucial information needs to be well received by both departments. Through this, the procedures can be followed accordingly. Next, it will improve the effectiveness and efficiency of the procedures and services.

3.9.2 Time consuming

Another limitation that can be identified in the procurement process is time consuming. This can be seen through the processing of Local Purchase Order (LPO). As has been described earlier, A Local Purchase Order (LPO) is a commercial document issued by a buyer to a seller, indicating the products, quantities and agreed prices for products or services that the seller will provide to the buyer within the national or local. During this stage, reports and a list of purchase requisition shall be submitted to the Finance Department for the production of LPO. The officer on duty at the financial side will review the report and prepare the LPO. During my practical training, at this stage, there is always delayed in process of reviewing the reports to process LPO. This is due to the lack of officers in authority to review the report and prepare the LPO.

This leads to time consuming while completing the procedures. The officers in charge could not make it within their required time because of this problem. Since the procedures were affected, other procedures such as the production of LPO consumed a longer time. Although they have guidelines to be followed, they still faced a problem since this is something that they could not avoid since there are numerous

applications that need to be reviewed by only one officer in Headquarter who is responsible for direct purchasing request.

In addition, during my experience there, some of the applicants from Kelantan, Melaka , Negeri Sembilan are coming to Headquarter to ask for the progress of the production of LPO. Through this we can see that there is inefficiency in the process incurred as it involving unnecessary cost such as toll fees for the applicants who are coming to Headquarter just to ask for the progress. From there, it leads to time consuming. For this matter, the company need to assign a few officers to review the reports and to ensure the following procedures can be done accordingly.

3.9.3 Poor store management in Procurement Unit

Store is a place where excess material is kept which will be used as and when required. Store management is to receive materials, to protect them while in storage from damage & unauthorized removal, to issue the material in the right quantities, at the right time to the right place and to provide these service promptly and at least cost. There is poor storage management in Procurement Unit. During my practical training, there are few problems related to store management. For example, the store is in a messy condition . The store isnot well organized. It is giving difficulties to the staffs to get and use the items. For instance, stationeries, files, and paper. Apart from that, all the items are not recorded well by the person in charge. The person in charge for store management did not know the exact quantities of files left. This is giving another problem to the staff. For example, time consuming. The person in charge need to record all the items that is going in and out the store for future references and also to avoid another problem.

3.10 Chapter Summary

In chapter three, trainee had identified that there are few related concepts that had been applied to the workplace. This is able to help the trainee to gain more understanding on the concept that she already learns during past semester. Other than that, trainee had identified the process involved in the procurement process during her practical training at Procurement Department. Besides that, the trainee also managed to understand the relevance and rationale of some procedures in the procurement unit.

CHAPTER 4

RECOMMENDATION

4.1 Chapter Review

Chapter 4 started with Section 4.2 for the introduction of this chapter. Next, Section 4.3 discuss about the recommendation on strength. Next, Section 4.4 for the recommendation on limitation. Lastly, Section 4.4 for the Chapter Summary.

4.2 Introduction

According to the overview of procurement process that have been applied in the organization that trainee attached during internship. In this chapter, the trainee come out with a suggestion or a recommendation on strengths and limitations from the overview of procurement process that already described in Chapter 3. Apart from that, the suggestion or recommendations that have been identified may helps the organization in term of efficiency and effectiveness as the strength and limitation have been recognized. This will be discussed in the next section.

4.3 Recommendations on strength

4.3.1 Provide more spaces

Although the organization had provided a special room for files in Procurement Unit, the way it is organize is crucial as there will be an increasing of files from time to time. Thus, the organization will need to have a larger space in keeping the document. Hence, the organization should considering providing more space in order to allocate the related document. In addition, they can recreate a better layouts of the filing room in order to create more space. This can helps them to keep more document in the

room. In contrast, if they stick with the old layouts of the room, they might face problem in term of overload of past record or document in the future. Apart from that, once the past record is overload, it will create a new problem for the staffs in the Procurement Unit the future.

4.3.2 Monitor the maintenance of the facilities

A good and sufficient facility is essential needed in order to accomplish the good services and delivery to the customer. In implementing daily routine at Companies Commission of Malaysia, the facilities that are being provided are sufficient and up to date. For example there a two photocopy machines in each department. The staffs do not need to get in queue in order to use the machine. However, Facilities Department need to enhance their role in monitoring the maintenance of the facilities. For example, air conditioner, photocopy machine, desk, printer, computer and lift. All those facilities need to have a proper maintenance. For example, this can be done monthly or once in 3 months.

By monitoring the maintenance of the facilities, it will enhance the performance of the organizations. For example, photocopy machine. Photocopy machine is one of the essential facilities in Company Commission of Malaysia, since this organization is dealing with a lot of letters and agreements. It is important to ensure that all the daily procedures are going well and it is also to avoid problem relating to the facilities so that the organization and all department can function well.

4.3.3 Follow the standard operating manual accordingly

Operating procedure is important to ensure the effectiveness and efficiency of the procedures involved in Procurement Department. In Procurement Department, they

have their own standard operating procedure that promoting their effectiveness and efficiency in delivering their services. I was first exposed to the Manual Perolehan Kerja, Harta, Bekalan dan Perkhidmatan (Volume 3) and Pekeliling Kewangan SSM No.5 Tahun 2003 (Pindaan 1 Tahun 2015). This manual and circular show all the information and procedure related to the procurement process in Company Commission of Malaysia. For example, process of direct purchase, process of tender and also procedures related to contract. In order to enhance the performance and function of the Procurement Department, this manual need to be follow accordingly by the staffs in Procurement Unit. Not only that, the leader who is responsible for the Procurement Unit, need to monitor the staffs to ensure they follow a proper procedures in accordance to the manual and circular.

4.4 Recommendations on limitation

Based on the trainee observation, there are several suggestions or recommendations that can be proposed for improving the organization in terms of service delivery towards the customer and staffs. This recommendations are basically had been proposed from the limitations that had been identified in Procurement Unit in Company Commission of Malaysia. From the analysis given in chapter 3, the limitations that had been facing by the organization need to be cover up with a good strategy to ensure the effectiveness and efficiency when performing their job. The strategies are:

4.4.1 More autonomy

As had been explained earlier, the procurement process are time consuming due to the facts that, all the branches need to refer to the SSM Headquarters in order to process the application for the direct purchase. In addition, the slow coordination between

Headquarters and the branches also contribute to the slow administration process. Thus, in order to overcome this problem, the branches need to be given more autonomy for the branches in order to review the report and issue their own LPO since there are numerous applications from all the branches that could not be reviewed by the officer in the SSM Headquarter alone. This can speed up the reviewing process and also the production of LPO and it helps to prevent any problem of late LPO production from the SSM Headquarter.

4.4.2 Assign more officers in Procurement and Finance Department

Based on the limitation that has been recognized in the previous chapter, it is important for the responsible authority to make a decision for assigning new officers in Procurement Department. Since, this Procurement Department is one of the important department in SSM. Almost all of the organizations activities related to this department. However, there is still lack in number of officers in this Procurement Department. Apart from that, it is essential to have more officers in charge in Procurement Department. This is due to the numerous section that need to be managed by only a few officers placed in this Procurement Department. For instance, contract, tender and direct purchase. All of these section need more officers to monitor and manage process related to the SSM procurement process.

Since, the number of officers in charge, is not adequate to fulfil all the request and application from all branches. In order to improve the effectiveness and also efficiency of the procedures, authority body related such as Human Resource Department need to review or assess the needs of this department and taking an initiative to assign more officers to manage the procedures in the Procurement Department and Finance Department. As a result, slow coordination between Finance

Department and Procurement Department could be reduce and prevent in the future so those limitations can be improve.

4.4.3 Monitor the store management process frequently

As mentioned earlier, store is a place where excess material is kept which will be used as and when required. Store management is to receive materials, to protect them while in storage from damage & unauthorized removal, to issue the material in the right quantities, at the right time to the right place and to provide these services promptly and at least cost. Leader in Procurement Unit need to enrich their role by monitoring the store management process frequently. For example, this can be done by assessing the store management record by the person in charge. Through this, leader may see what is happening in the store. For example, to know whether all the items in the store are in good condition and properly managed by the person in charge. By doing this, it will avoid upcoming problems related to the store management. In addition, to enhance the store management so that all the assets will be managed properly by the department and most importantly to avoid misused.

4.4 Chapter Summary

The focus of this chapter is to explain the proposed recommendations for the strength and limitations that had been identified in the previous chapter which is Chapter 3. The proposed recommendations are suggested to enhance the performance of the organization. Other than that, it is also to improve the limitations to ensure the organization managed to perform well according to the related procedures. Based on this, it also enriches the trainee's knowledge on how to evaluate the tasks by giving the reasonable suggestion to reduce any obstacle in the future.

CHAPTER 5

CONCLUSION

5.1 Chapter Review

Chapter 5 begin with Section 5.2 for the introduction of this chapter. Section 5.3 for Summary of Chapter 1, Section 5.4 for Summary of Chapter 2, Section 5.5 for Summary of Chapter 3 and Section 5.6 for Summary of Chapter 4. Finally in Section 5.7 is for Report Summary.

5.2 Introduction

This chapter will conclude each chapter that has been explained previously.

5.3 Summary of Chapter 1

Trainee had explained about the background of Companies Commission of Malaysia . The trainee had identifies and understands the strategic thrusts, power and function, vision, and organization's logo and organization structure. Basically, in this chapter trainee had understand information regarding corporate profile of Companies Commission of Malaysia. Based on the information, trainee started to gain new knowledge about Companies Commission of Malaysia and understand more about the functions.

5.4 Summary of Chapter 2

In this chapter, the trainee had explained about the task and job that she did during her practical training. Apart from that, it also can be concluded that the trainee are able to understand and adapting herself in the Companies Commission of Malaysia working environment especially in Insolvency and Procurement Department and also trainee

also managed to experience the work ethic that applied at the department which is every document have their own system to be managed. Instead of that, it is a valuable and meaningful experience that can be treasured from the internship program where all the task and activities that are being given by the supervisor can prepared the trainee for facing the reality of working environment in the future.

5.5 Summary of Chapter 3

In chapter three, trainee had identified that there are few related concepts that had been applied to the workplace. This is able to help the trainee to gain more understanding on the concept that she already learns during past semester. Other than that, trainee had identified the process involved in the procurement process during her practical training at Procurement Department. Besides that, the trainee also managed to understand the relevance and rationale of some procedures in the procurement unit.

5.6 Summary of Chapter 4

The focus of this chapter is to explain the proposed recommendations for the strength and limitations that had been identified in the previous chapter which is Chapter 3. The proposed recommendations are suggested to enhance the performance of the organization. Other than that, it is also to improve the limitations to ensure the organization managed to perform well according to the related procedures. Based on this, it also enriches the trainee's knowledge on how to evaluate the tasks by giving the reasonable suggestion to reduce any obstacle in the future.

5.7 Report Summary

During the practical training that starts on 20th January 2016 until 16th March 2016 at the Companies Commission of Malaysia. The trainee gains a lot of knowledge and

benefits from the training. Among the benefits that have been gained through the practical training, the most precious is experiences. During practical training, the trainee experienced the working environment for the very first time. From the internship program, the trainee also manage to apply their knowledge into practice. Next, the trainee also exposed to the reality of working environment.

Apart from that, the trainee also can gained benefits in term of the level of self-confidence in completing the task that have been assigned. During the earlier period of the practical training, the trainee felt anxious and uneasy and need a time to adapt with the surrounding and working environment at Insolvency and Procurement Department especially in terms of their work ethics and also with the staffs.

However, after gaining the motivation from the supervisor and support from other staffs at the unit, the trainee is able to deal with the working environment and adapt with the culture in the organisation. For example in managing the production of LPO, communication and coordination between the officers is very important in order to know the step that needs to be taken in order to manage the production of LPO.

Furthermore, the internship program also helps the trainee to expand their knowledge and skills which can be applied in the future in other organizations. Apart from that, the knowledge gained can be used in daily life routine on how to deal with the people and any related-tasks for the organisation benefits. Other additional benefits are including being exposed to new careers so that trainee can identify their own capabilities towards the job. Not only that, it gives the exposure for the trainee on how to select the suitable job when they have been graduated. So, it can help the trainee to find the right job and create their own career path.

Other than that, the trainee also can improve their self in terms of communication and soft skills based on the opportunity given by the organization that reassures the trainee to communicate with many people that comes from different background and position. For example in the Insolvency and Procurement Department.

Last but not least, I the trainee had learnt a lot about the culture in the workplace. For example, all of the staffs were very friendly and encouraging and also had a strong teamwork. This can be seen when there is an event that need to be done, the staffs will cooperate in preparing any task that need to be prepared. For example, for internship student that is undergo their internship program in Insolvency and Procurement department will be celebrated in a farewell ceremony. This is as a symbolic of an appreciation towards the student that been undergo their practical training. The friendly and comfortable environment also makes the trainee feel contented to do the job and communicate with them not only in the office but also outsides the office.

In a nutshell, all of the experience gained by the trainee helps the trainee to improve their soft skills and also expanding their knowledge. This can help the trainee in their future career. Apart from that, the strong bond of relationship between the staff and trainee also becoming one of the opportunities to learn that different background would never be a problem to create a harmonious and good relationship.

REFERENCE

Suruhanjaya Syarikat Malaysia. (2015). *Manual Perolehan Kerja, Harta, Bekalan dan Perkhidmatan*, 3.



FAKULTI SAINS PENTADBIRAN DAN PENGAJIAN POLISI
UNIVERSITI TEKNOLOGI MARA

BORANG PERJUMPAAN DENGAN PENYELIA
LAPORAN AKHIR PRAKTIKAL (ADS 666)

NAMA PELAJAR : Nurul Fawzan Azzahra Zamran

NO MATRIK UiTM : 2013553236

NO KAD PENGENALAN : 920507-03-5326

PROGRAM : AM228/AM225*

NAMA PENSYARAH PENYELIA : M. Ghaffar A. Ghaffar, N. A. Ghaffar, N. A. Ghaffar

* Pelajar dikehendaki mendapatkan tandatangan dari Pensyarah Penyelia Penyediaan Laporan Akhir Latihan Praktikal pada setiap kali pertemuan diadakan

Bil	TARIKH	MASA	TANDATANGAN	CATAN
1	25.3.2016	2 pm		Briefing on practical training report
2	30.3.2016	2 pm		discussion on draft
3	1.4.2016	10 am		Agreement on draft concerning topic
4	14.4.2016	10 am		reviewing chapter 1,2,3
5	22.4.2016	9 am		Agreement of chapter developing chapter 1,2,3
6	27.4.2016	2 pm		reviewing chapter 3, 4, 5
7	4.5.2016	2 pm		discussion on finalisation

8	16.5.2018	3pm	Discussion on developing chapter analysis
9	17.5.2018	3pm	Reviewing all chapters
10	20.5.2018	10am	sending final report

* potong yang tidak berkenaan
 Sila gunakan lampiran jika ruang sediada tidak mencukupi



BORANG PERMOHONAN PEROLEHAN

ARAHAN

- i) Sila rujuk Manual Perolehan dan Pekeliling Kewangan yang berkaitan sebagai panduan untuk mengisi borang ini.
- ii) Sila pastikan Borang Perolehan yang lengkap dihantar ke Unit Perolehan dan diakui terima.
- iii) Sokongan hendaklah diperolehi daripada Pengarah / Ketua Bahagian / Seksyen (yang berkaitan).
- iv) Permohonan hendaklah dihantar dalam tempoh yang ditetapkan sebelum sesuatu perolehan kerja, harta, bekalan dan perkhidmatan diperlukan.
- v) Borang Perolehan yang dikueri hendaklah dikembalikan semula ke Unit Perolehan dalam tempoh 3 hari dari tarikh kueri.

DIISI OLEH PEMOHON

Kepada : Unit Perolehan

Permohonan / Perkara :

Nama Pemohon :

Bahagian / Negeri :

Alamat Emel : **No. Tel (samb.)** :

Rujukan Pemohon : **Tarikh** :

1) Nyatakan butiran, skop kerja atau spesifikasi perolehan yang diperlukan:

Bil.	Butiran/Skop Kerja/Spesifikasi Perolehan	Kuantiti

2) Sila tandakan (/) nilai perolehan:

a)	Nilai Perolehan tidak melebihi RM50,000.00	
b)	Nilai Perolehan melebihi RM50,000.00 hingga RM200,000.00	
c)	Nilai Perolehan melebihi RM200,000.00 hingga RM20 juta	
d)	Nilai Perolehan melebihi RM20 juta	

3) Sila nyatakan tujuan perolehan ini:

.....

.....

- 4) Nyatakan Kajian Pasaran yang dilakukan supaya perolehan itu adalah yang paling sesuai dan menguntungkan. Kajian hendaklah mengambil kira aspek kualiti, harga, kegunaan, kos penyelenggaraan dan faktor-faktor lain yang bersesuaian:

Bil.	Perkara	Harga Anggaran Yang Disyorkan (RM per unit/man days)	Nyatakan Cara Pelaksanaan Kajian Pasaran (Melalui Web/Sebut Harga daripada pembekal/Lain-lain rujukan)	Tarikh Kajian Pasaran Dilakukan
1	Contoh: Toner HP Laserjet C8543X	Dari RM400 ke RM480 seunit	Sebut harga daripada pembekal	2/4/2015
2	Contoh: Programmer	Dari RM2,000 ke RM4,000 per man days	Rujukan dengan pihak MAMPU	2/4/2015
		Dari RM _____ ke RM _____		
		Dari RM _____ ke RM _____		

Ulasan (sekiranya ada):

.....

.....

.....

- 5) Sila tandakan (/) kaedah perolehan:

a)	<p>Pembelian Terus</p> <p>i. Sila sertakan sebut harga untuk perbandingan harga berdasarkan kepada nilai perolehan seperti berikut:</p> <ul style="list-style-type: none"> • Sehingga 25,000: Sekurang-kurangnya 3 pembekal • Melebihi 25,000 – 200,000: Sekurang-kurangnya 5 pembekal <p>Nyatakan justifikasi sekiranya bilangan sebut harga yang dikemukakan tidak mencukupi:</p> <p>.....</p> <p>.....</p> <p>ii. Nyatakan cadangan pembekal (jika ada) dan justifikasi cadangan pemilihan tersebut:</p> <p>.....</p> <p>.....</p> <p>.....</p>											
b)	<p>Rundingan Terus</p> <p>i. Permohonan perolehan daripada satu pembekal/kontraktor sahaja dan hanya dibenarkan mengikut syarat-syarat seperti berikut (Sila tanda (/)):</p> <table border="1" style="width: 100%;"> <tbody> <tr> <td style="width: 5%;">(a)</td> <td>Keperluan mendesak</td> </tr> <tr> <td>(b)</td> <td>Keperluan penyeragaman</td> </tr> <tr> <td>(c)</td> <td>Satu punca bekalan/perkhidmatan</td> </tr> <tr> <td>(d)</td> <td>Melibatkan keselamatan atau strategik</td> </tr> <tr> <td>(e)</td> <td>Keperluan pengendalian program/aktiviti SSM seperti pakej penginapan, mesyuarat, majlis, latihan dan seumpamanya</td> </tr> </tbody> </table>	(a)	Keperluan mendesak	(b)	Keperluan penyeragaman	(c)	Satu punca bekalan/perkhidmatan	(d)	Melibatkan keselamatan atau strategik	(e)	Keperluan pengendalian program/aktiviti SSM seperti pakej penginapan, mesyuarat, majlis, latihan dan seumpamanya	
(a)	Keperluan mendesak											
(b)	Keperluan penyeragaman											
(c)	Satu punca bekalan/perkhidmatan											
(d)	Melibatkan keselamatan atau strategik											
(e)	Keperluan pengendalian program/aktiviti SSM seperti pakej penginapan, mesyuarat, majlis, latihan dan seumpamanya											

	<p>ii. Sila nyatakan justifikasi-justifikasi bagi pemilihan syarat-syarat di atas:</p> <p>.....</p> <p>.....</p> <p>.....</p>	
	<p>iii. Nyatakan maklumat syarikat yang dicadangkan dan nyatakan juga keupayaan (dari segi teknikal dan kewangan), pengalaman syarikat dalam mengendalikan projek-projek berkaitan dan lain-lain:</p> <p>.....</p> <p>.....</p> <p>.....</p>	
c)	<p>Kaedah lain (Sila nyatakan):</p> <p>.....</p> <p>.....</p> <p>.....</p>	

6) Sila nyatakan baki peruntukan dan bajet yang diluluskan bagi permohonan di atas dan lampirkan bersama ulasan bajet daripada Seksyen Kewangan dan Akaun:

.....

7) Nyatakan tarikh bekalan diperlukan atau tempoh pelaksanaan kerja atau perkhidmatan (mana-mana berkaitan):

.....

Disokong / Tidak Disokong

.....
 Tandatangan Pemohon
 Jawatan :
 Negeri :

.....
 Tandatangan dan Cop
 Pengarah Bahagian / Pengarah Negeri /
 Ketua Seksyen



Tarikh: XXXXX
SSM/JP 'B' X/XX

**KERTAS CADANGAN : NAMA CADANGAN BAGI KERJA, HARTA,
BEKALAN DAN PERKHIDMATAN (Sila masukkan nama projek)**

TUJUAN

1. Tujuan kertas ini adalah bagi mendapat pertimbangan dan kelulusan Badan Yang Meluluskan bagi perolehan.....(nama projek) berhubung cadangan seperti berikut:

- (a) Kaedah dan kriteria penilaian (cadangan kriteria & wajaran)
- (b) Kaedah Perolehan secara(Sila cadangkan sama ada secara tender terbuka/terhad/sebutharga/rundingan terus)

LATARBELAKANG

2. Sila isikan latar belakang projek yang dicadangkan (Contoh: keadaan semasa, kontraktor sedia ada, tempoh kontrak dan nilai kontrak semasa). Sekiranya projek baru, sila nyatakan keperluan projek ini dijalankan seperti justifikasi, soal selidik yang dijalankan, pengesahan dari pengguna dan lain-lain yang berkaitan.

RINGKASAN SKOP KERJA

3. Sila jelaskan skop kerja secara ringkas. Cth:

- (a) Pemasangan semua perkakasan dan integrasi dengan sistem-sistem yang sedia ada atau pun yang dikenal-pasti akan digunakan oleh pengguna SSM. Ini termasuk perisian serta konfigurasi mengikut piawaian yang ditetapkan oleh SSM
- (b) Menguji Perkakasan tersebut dan menghasilkan laporan pengujian
- (c) Memindahkan maklumat dari komputer lama ke komputer baru serta memformat komputer lama bagi mengelak kebocoran maklumat atau pun sebarang tuntutan lesen perisian;

PERUNTUKAN KEWANGAN

- 4. Sila nyatakan bajet yang telah diluluskan untuk perolehan ini.

KAEDAH DAN KRITERIA PENILAIAN

- 5. Sila nyatakan Kaedah yang diguna pakai . Pembida yang gagal melepasi mandatori teknikal tidak akan dinilai ke penilaian seterusnya.
Cth: Mandatori Teknikal adalah seperti berikut:
Pembekal hendaklah:

- (a) Mempunyai sekurang-kurangnya dua (2) tahun pengalaman
- (b) Pembekal mempunyai satu pusat peyelenggaraan
- (c) Pembekal mestilah membekalkan perkakasan dan perisian dengan teknologi terkini dan boleh berintegrasi dengan aplikasi sedia ada

KRITERIA PENILAIAN TEKNIKAL

6. Sila nyatakan kriteria penilaian dan wajaran yang diberi.

Contoh 1:

Bil	Kriteria Penilaian	Wajaran (%)
1.	Pengurusan Teknikal	50
2.	Tahap Liputan Perkhidmatan	30
3.	Pengalaman Pembekal	20
Jumlah		100
Markah Lulus		80

Nyatakan juga **markah lulus** yang dikehendaki sebagai satu garis panduan dan membolehkan BYM membuat pertimbangan sewajarnya.

Contoh 2:

No.	Criteria	Weightage(%)
1.	Technical Proposal	30
2.	Company Experience	20
3.	Warranty & Maintenance	15
4.	Training	10
5.	Project Management	10
6.	Staff/Project Team Experience	15
Total		100
Passing Mark		80

Nyatakan juga **markah lulus** yang dikehendaki sebagai satu garis panduan dan membolehkan BYM membuat pertimbangan sewajarnya.

PERAKUAN

7. BYM dijemput untuk mempertimbangkan dan meluluskan cadangan di para 1 di atas.

Disediakan : Pemilik Projek

Disemak dan diluluskan :
Ketua Jabatan kepada
pemilik Pojek

Tandatangan:

Tandatangan:

Nama:

Nama:

Jawatan:

Jawatan:

Tarikh:

Tarikh:

ULASAN URUS SETIA PEROLEHAN:

Permohonan adalah selaras dengan Pekeling xxxxx dan cadangan perolehan secara XXXXX boleh dilakukan. (Diisi oleh Seksyen Pengurusan Pentadbiran)

Tandatangan :

Nama:

Jawatan:

Tarikh:

Nota: Sila kosongkan muka surat kertas cadangan



BORANG PERMOHONAN PEROLEHAN

ARAHAN

- i) Sila rujuk Manual Perolehan dan Pekeliling Kewangan yang berkaitan sebagai panduan untuk mengisi borang ini.
- ii) Sila pastikan Borang Perolehan yang lengkap dihantar ke Unit Perolehan dan diakui terima.
- iii) Sokongan hendaklah diperolehi daripada Pengarah / Ketua Bahagian / Seksyen (yang berkaitan).
- iv) Permohonan hendaklah dihantar dalam tempoh yang ditetapkan sebelum sesuatu perolehan kerja, harta, bekalan dan perkhidmatan diperlukan.
- v) Borang Perolehan yang dikueri hendaklah dikembalikan semula ke Unit Perolehan dalam tempoh 3 hari dari tarikh kueri.

DIISI OLEH PEMOHON

Kepada : Unit Perolehan

Permohonan / Perkara :

Nama Pemohon :

Bahagian / Negeri :

Alamat Emel : **No. Tel (samb.)** :

Rujukan Pemohon : **Tarikh** :

1) Nyatakan butiran, skop kerja atau spesifikasi perolehan yang diperlukan:

Bil.	Butiran/Skop Kerja/Spesifikasi Perolehan	Kuantiti

2) Sila tandakan (/) nilai perolehan:

a)	Nilai Perolehan tidak melebihi RM50,000.00	
b)	Nilai Perolehan melebihi RM50,000.00 hingga RM200,000.00	
c)	Nilai Perolehan melebihi RM200,000.00 hingga RM20 juta	
d)	Nilai Perolehan melebihi RM20 juta	

3) Sila nyatakan tujuan perolehan ini:

.....

- 4) Nyatakan Kajian Pasaran yang dilakukan supaya perolehan itu adalah yang paling sesuai dan menguntungkan. Kajian hendaklah mengambil kira aspek kualiti, harga, kegunaan, kos penyelenggaraan dan faktor-faktor lain yang bersesuaian:

Bil.	Perkara	Harga Anggaran Yang Disyorkan (RM per unit/man days)	Nyatakan Cara Pelaksanaan Kajian Pasaran (Melalui Web/Sebut Harga daripada pembekal/Lain-lain rujukan)	Tarikh Kajian Pasaran Dilakukan
1	Contoh: Toner HP Laserjet C8543X	Dari RM400 ke RM480 seunit	Sebut harga daripada pembekal	2/4/2015
2	Contoh: Programmer	Dari RM2,000 ke RM4,000 per man days	Rujukan dengan pihak MAMPU	2/4/2015
		Dari RM ____ ke RM ____		
		Dari RM ____ ke RM ____		

Ulasan (sekiranya ada):

.....

.....

.....

- 5) Sila tandakan (/) kaedah perolehan:

a)	<p>Pembelian Terus</p> <p>i. Sila sertakan sebut harga untuk perbandingan harga berdasarkan kepada nilai perolehan seperti berikut:</p> <ul style="list-style-type: none"> • Sehingga 25,000: Sekurang-kurangnya 3 pembekal • Melebihi 25,000 – 200,000: Sekurang-kurangnya 5 pembekal <p>Nyatakan justifikasi sekiranya bilangan sebut harga yang dikemukakan tidak mencukupi:</p> <p>.....</p> <p>.....</p> <p>ii. Nyatakan cadangan pembekal (jika ada) dan justifikasi cadangan pemilihan tersebut:</p> <p>.....</p> <p>.....</p> <p>.....</p>											
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c)	<p>Kaedah lain (Sila nyatakan):</p> <p>.....</p> <p>.....</p> <p>.....</p>	

6) Sila nyatakan baki peruntukan dan bajet yang diluluskan bagi permohonan di atas dan lampirkan bersama ulasan bajet daripada Seksyen Kewangan dan Akaun:

.....

7) Nyatakan tarikh bekalan diperlukan atau tempoh pelaksanaan kerja atau perkhidmatan (mana-mana berkaitan):

.....

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.....
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Jawatan :
Negeri :

.....
Tandatangan dan Cop
Pengarah Bahagian / Pengarah Negeri /
Ketua Seksyen



Tarikh: XXXXX
SSM/JP 'B' X/XX

**KERTAS CADANGAN : NAMA CADANGAN BAGI KERJA, HARTA,
BEKALAN DAN PERKHIDMATAN (Sila masukkan nama projek)**

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LATARBELAKANG

2. Sila isikan latar belakang projek yang dicadangkan (Contoh: keadaan semasa, kontraktor sedia ada, tempoh kontrak dan nilai kontrak semasa). Sekiranya projek baru, sila nyatakan keperluan projek ini dijalankan seperti justifikasi, soal selidik yang dijalankan, pengesahan dari pengguna dan lain-lain yang berkaitan.

RINGKASAN SKOP KERJA

3. Sila jelaskan skop kerja secara ringkas. Cth:

LAMPIRAN 2

- (a) Pemasangan semua perkakasan dan integrasi dengan sistem-sistem yang sedia ada atau pun yang dikenal-pasti akan digunakan oleh pengguna SSM. Ini termasuk perisian serta konfigurasi mengikut piawaian yang ditetapkan oleh SSM
- (b) Menguji Perkakasan tersebut dan menghasilkan laporan pengujian
- (c) Memindahkan maklumat dari komputer lama ke komputer baru serta memformat komputer lama bagi mengelak kebocoran maklumat atau pun sebarang tuntutan lesen perisian;

PERUNTUKAN KEWANGAN

- 4. Sila nyatakan bajet yang telah diluluskan untuk perolehan ini.

KAEDAH DAN KRITERIA PENILAIAN

- 5. Sila nyatakan Kaedah yang diguna pakai . Pembida yang gagal melepasi mandatori teknikal tidak akan dinilai ke penilaian seterusnya.

Cth: Mandatori Teknikal adalah seperti berikut:

Pembekal hendaklah:

- (a) Mempunyai sekurang-kurangnya dua (2) tahun pengalaman
- (b) Pembekal mempunyai satu pusat peyelenggaraan
- (c) Pembekal mestilah membekalkan perkakasan dan perisian dengan teknologi terkini dan boleh berintegrasi dengan aplikasi sedia ada

KRITERIA PENILAIAN TEKNIKAL

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3.	Pengalaman Pembekal	20
Jumlah		100
Markah Lulus		80

Nyatakan juga **markah lulus** yang dikehendaki sebagai satu garis panduan dan membolehkan BYM membuat pertimbangan sewajarnya.

Contoh 2:

No.	Criteria	Weightage(%)
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2.	Company Experience	20
3.	Warranty & Maintenance	15
4.	Training	10
5.	Project Management	10
6.	Staff/Project Team Experience	15
Total		100
Passing Mark		80

Nyatakan juga **markah lulus** yang dikehendaki sebagai satu garis panduan dan membolehkan BYM membuat pertimbangan sewajarnya.

PERAKUAN

7. BYM dijemput untuk mempertimbangkan dan meluluskan cadangan di para 1 di atas.

Disediakan : Pemilik Projek

Disemak dan diluluskan :
Ketua Jabatan kepada
pemilik Pojek

Tandatangan:

Tandatangan:

Nama:

Nama:

Jawatan:

Jawatan:

Tarikh:

Tarikh:

ULASAN URUS SETIA PEROLEHAN:

Permohonan adalah selaras dengan Pekeling xxxxx dan cadangan perolehan secara XXXXX boleh dilakukan. (Diisi oleh Seksyen Pengurusan Pentadbiran)

Tandatangan :

Nama:

Jawatan:


Tarikh:

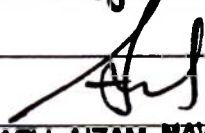
Nota: Sila kosongkan muka surat kertas cadangan

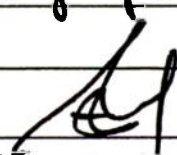
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
12/12/2016.	- Tagging file	
	- mencetak manu & perolehan	
	Kerjasama, kartu, deklarasi dan	
	berkhasiatan (volume &)	
	untuk penyediaan ^{sebelum} dimengerti	
	diketahui.	
	- membantu eksekutif	
	mengunjungi the barang	
	(pencapaian/pencapaian order)	
	yang telah dikerjakan	
	oleh bagian keuangan	
	untuk diberikan kepada	
	pemohon-pemohon, bernama	
	barang ERT (barang	
	berkhasiatan cara pembayarannya	
	kepada pembayar/pemerti	
	diperseetujui oleh kedua belah	
	pihak), beserta barang	
	penilaian pembayar untuk	
	mengetahui tahap perkembangan	
	pembayar.	

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
15/3/2016	<p>- membantu memproses dokumen & tuntutan yang berkaitan & berkaitan menguak tender yang akan diadakan. menguak kali kedua diadakan kerana tidak mendapat keputusan. oleh sebab itu, menguak referensya diadakan untuk konsultan yang telah ditentukan untuk meneliti semula dokumen-dokumen tender untuk mencapai kata putus.</p> <p>- Tagging file tender</p> <p>- membuat surat perjanjian untuk perkhidmatan luar yang pejabat ssm perlis. surat ini dikeluarkan setelah ssm menandatangani dokumen perjanjian. dokumen perjanjian dikemukakan bersama surat perjanjian menantikan setem oleh pihak yang ditentit.</p>	

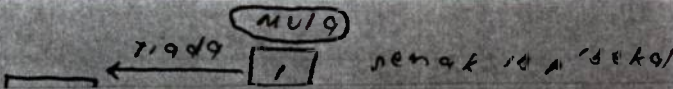
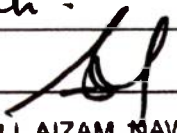
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
13/2016	- Tagging file	
	- membuat surat permohonan	
	sistem perjanjian perkhidmatan	
	kawasan keselamatan yang	
	pejabat MA, Pulau Pinang.	
	Surat tersebut diujutkan	
	bersama rek perjanjian yang	
	telah ditandatangani oleh	
	pihak MA.	
	- membantu tugas unit menyiapkan	
	dokumen berkaitan tender	
	untuk menyiapkan jawatankuasa	
	perolehan B yang untuk	
	menyukat yang akan diadakan	
	- merekod mengenai file	
	pencucian yang pejabat,	
	kawasan keselamatan yang	
	pembinaan mesin fotostat.	


DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
13/2016	<p>- Tagging file</p> <p>- membantu eksekutif menyediakan perjanjian antara Suruhanjaya dan pembekal yang kerja di bawah skema dokumen perjanjian yang dikemukakan kepada pihak pembekal untuk dijangka sekiranya sebarang perkara yang terdapat di dalam perjanjian yang telah dimasukkan di dalam dokumen perjanjian terdapat beberapa perkara yang terdapat di dalam perjanjian antara suruh dan pembekal yang telah dijangka. antaranya ialah perjanjian pembekal, stop kerja pembekal, pembekal, insurans, peruntukan kewangan, dan pembekal/nn.</p>	<p>Boleh menerima arahan dan kelengkapan typos yg dibentangkan dgn baik.</p> <p> AZLI AIZAM NAWAWI Ketua Unit Seksyen Pengurusan Pentadbiran Suruhanjaya Syarikat Malaysia</p>

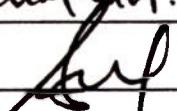
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
1/11/16	<p>- membuat surat perjanjian untuk perkhidmatan melesenan percutian posture assessment (SPA) bagi Suruhanjaya Syarikat Malaysia. Surat ini dikeluarkan selepas SPA menandatangani dokumen perjanjian. Dokumen perjanjian tersebut dikemaskini dengan surat perjanjian LTR untuk dimatikan sebelum oleh pihak yang dilitik.</p>	<p>Tugas dapat dilaksanakan dalam tempoh work off ditetapkan.</p>  <p>AZLI AIZAM NAWAWI Ketua Unit Sekyen Pengurusan Pentadbiran Suruhanjaya Syarikat Malaysia</p>
	<p>- Jagaing file</p> <p>- merekod senarai file penyewaan mesin fotostat, file kawalan perancangan</p>	

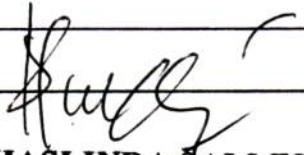
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
13/10/16	<p>- membantu menyediakan dokumen kontrak kelulusan perolehan jawatan/pekerjaan perolehan a (x) (x) (x)</p> <p>- membantu menyediakan dokumen perjanjian yang akan ditandatangani oleh ssm dan pembekal yang telah ditandatangani.</p>	<p>Boleh berkomunikasi dengan pekerja bawahan perolehan.</p>  <p>AZLI AIZAM NAWAWI Ketua Unit Seksyen Pengurusan Pentadbiran Suruhanjaya Syarikat Malaysia</p>
13/10/16	<p>- i-adding file contoh file perolehan mesin fotostat di ssm seluruh negeri.</p> <p>- membuat senarai file perolehan mesin fotostat file kementerian keretamat dan file perolehan ruang pejabat</p> <p>- membuat status</p> <p>- membantu eksekutif yang menggunakan hal ^{ke kontrak} ke kontrak membuat dokumen perjanjian antara ssm dan ssm satu pembekal yang telah ditetapkan untuk pembekal tender perolehan ruang pejabat ssm negeri.</p>	


DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
7/3/2016	<p>- membuat surat undangan perijinan antara ssm dan na/ra satu pembekal yang telah dilantik untuk perkhidmatan penambahbaikan sistem. surat tersebut diingutkan termasuk 4 set perijinan yang telah diisytiharkan oleh pegawai perkhidmatan perundangan ssm untuk dijangkakan oleh pihak pembekal yang telah dilantik oleh pihak ssm.</p>	<p>boleh melaksanakan tugas di bawah pnyawasan yg terkini</p>
	<p>- membantu proses penyediaan dokumen kertaan kelulusan perolehan jawatankuasa perolehan B (JPB), sebelum menyuarat tender diadakan.</p>	<p>AZLI AIZAM NAWAWI Ketua Unit Seksyen Pengurusan Pentadbiran Suruhanjaya Syarikat Malaysia</p>


DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
3/2016		<p>Proses penyediaan UPO adalah salah satu prosa terdapat dokumen berkaitan pelaksanaan pembelian. Pelajar menunjukkan kelemahan dalam penyediaan dokumen.</p>
13/2016	<ul style="list-style-type: none"> - penerangan dan pada cik PEO masyarakat berkaitan LPO 2009 Purchase order. - menjelaskan tentang mekanisme sistem perisian perkhidmatan - loading file - mencatat manual perolehan kerja, harga, berkaitan dan perkhidmatan (volume 3) - membuat surat perijinan mengenai sistem perisian antara ssm dan pemberak yang telah dipilih oleh ssm. 	<p style="text-align: center;">  AZLI AIZAM NAWAWI Ketua Unit Seksyen Pengurusan Pentadbiran Suruhanjaya Syarikat Malaysia </p>

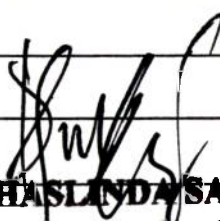
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	- Tagging file	
13/2016	<p>- Tagging file untuk memudahkan proses penyusunan dan untuk rujukan masa hadapan.</p> <p>- membuat file baru Antaranegara file perkhidmatan peselarian ruang pejabat bagi pejabat cawangan NPN, Tenehok, dan Labuan, dan Muar.</p>	<p>bidirectional kepada proses penyusunan dokumen. Keluarkan lesen dengan baik.</p> <p> AZLI AIZAM NAWAWI Ketua Unit Seksyen Pengurusan Pentadbiran Suruhanjaya Syarikat Malaysia</p>
12/2016	<p>- membuat file baru.</p> <p>- tagging file.</p> <p>- meretor menanti file yang baru dibeta (microsoft Excel)</p>	
12/2016	<p>- membuat file baru</p> <p>- tagging file.</p> <p>- mempelajari carta aliran untuk proses pengeluaran pesanan belian kempatan (CPK)</p> <p>- membantu borang LPO ke seksyen kewangan.</p>	

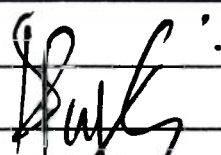
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
12/2018	<p>- Diwujudkan ke sebarang pengurusan pentadbiran (unit perolehan)</p> <p>- diberikan briefing tentang unit perolehan oleh En. Naji (Ketua Unit Perolehan).</p> <p>Beliau telah menerangkan secara ringkas tentang proses-proses yang dijalankan di unit perolehan antaranya tentang badan yang meluluskan (C&M) setiap jenis perolehan.</p> <p>- diberikan maklumat tentang harga, bekalan dan perkhidmatan yang ditawarkan secara terperinci tentang unit perolehan.</p> <p>- diberikan perincian kewangan dan no. rujuk soal carian / rujuk soal dan perincian kewangan dan no. rujuk soal carian / rujuk soal.</p> <p>- mencekik memo berkaitan perjanjian pengurusan dengan pejabat dan sebagainya.</p>	<p>Boleh memahami proses kerja yg ditanyakan secara ringkas. Seharusnya melibatkan unit-unit yang berkaitan dengan unit perolehan yg ditanyakan.</p> <p></p> <p>AZLI AIZAM NAWAWI Ketua Unit Seksyen Pengurusan Pentadbiran Suruhanjaya Syarikat Malaysia</p>


DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
12/2016	<p>- membuat surat alimiah - alimiah yang akan menerima notis 30A(2), menggunakan microsoft excel. Alimiah direkod seperti nombor surat dan alimiah direkod untuk rujukan yang berkaitan, sehingga maklumat diperlukan.</p>	<p>Memahami rationale notis dikeluarkan.</p>
12/2016	<p>- memproses notis 30A(4) sebelum proses pengesahan. - memproses notis 30A(2) sebelum proses pengesahan.</p>	<p> NORHASLINDA SALLEH Ketua Seksyen Insolvensi</p>
1/2017	<p>- memproses notis 30A(2) sebelum proses pengesahan</p>	<p>Bahagian Perkhidmatan Pendaftaran Suruhanjaya Syarikat Malaysia</p>

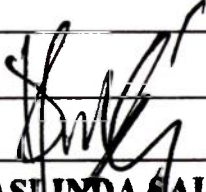
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2/2016	<p>- memproses notis 308(C) untuk diserahkan kepada syarikat yang berkenaan. Notis ini diserahkan selepas syarikat berkenaan selesai membayar notis 308(C). Notis 308(C) akan diserahkan ke syarikat menggunakan dokumen untuk dimbawanya ke syarikat yang berkenaan secara peribadi.</p> <p>- membaca "Guidelines for the Application to strike off a company" berkaitan ^{seksyen 308(C)} notis 308(C) di bawah Akta Syarikat 1965. Seksyen 308(C) memberikan hak bagi pihak kepada pendaftar syarikat untuk membatalkan status syarikat yang sedang meluluskan proses 'winding up' berdasarkan notis 308(C) tertentu.</p> <p>- menghadiri majlis perundingan perorang, majlis diibaratkan oleh pendaftar syarikat, yang membentangkan...</p>	<p>Memahami prosedur yg terkandung di dalam garis panduan</p> <p></p> <p>NORHASLINDA SALLEH Ketua Seksyen Insolvensi Bahagian Perkhidmatan/Pendaftaran Suruhanjaya Syarikat Malaysia</p>

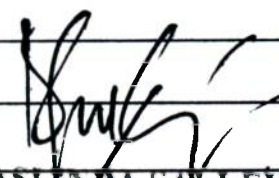
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/2016	<p>- memproses nota pampasan sebelum dibayar ke syarikat - syarikat bertenaga yang telah menerima nota pampasan - nota pampasan yang dituntut di antara ke cukuk dengan pengimbangan.</p>	
	<p>- membina "corporate resolution: limited liability partnership voluntary winding-up"</p>	<p>boleh menggalas tugas yg diberikan dgn baik.</p>
	<p>- membuat projek kajian berkaitan dengan proses dengan proses "winding up". walaupun menggunakan Microsoft Excel.</p>	<p> NORHASLINDA SALLEH Ketua Seksyen Insolvensi Bahagian Perkhidmatan Pendaftaran Suruhanjaya Syarikat Malaysia</p>
	<p>- membantu penerangan mengenai penerangan untuk syarikat pampasan pampasan yang telah diserahkan.</p>	

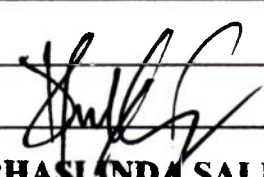
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
Feb 2016	<ul style="list-style-type: none"> - menghadiri seminar pementapan minda (Gender Intelligence) yang disampaikan oleh Ahmad Saifuddin (Pegawai PAS Utis) - membantu memproses notis 30A(1) sebelum dipan. 	
Feb 2016	<ul style="list-style-type: none"> - menaakot notis 30A(1) untuk diproses sebelum dipan. - meretorkan 'company number' contoh: 987925-P, di dalam sistem berkaitan dokumen winding up - 'winding-up petition' - membaca nengaji dokumen 'winding up' melalui maklumat antaranya 19/95, winding up petition, order-petition, amended winding up petition. 	 NORHASLINDA SALLEH Ketua Seksyen Insolvensi Bahagian Perkhidmatan Pendaftaran Suruhanjaya Syarikat Malaysia
Feb 2016	<ul style="list-style-type: none"> - membantu dalam proses memproses notis 30A(1) untuk dihantar kepada syarikat-syarikat berkaitan, sebelum proses penutupan. - membaca praper & mengaling terjemahan 19/95 nengaji syarikat di bawah 30A) 	

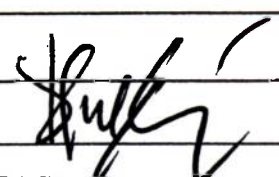
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
Feb 2016	<p>- membantu pembantu tadbit memeriksa dokumen permohonan perlesenan surat yang diterbitkan.</p> <p>- membantu membina 'Business Plan' for registration of dissolution in voluntary winding-up of a limited liability partnership (LLP)</p>	
Feb 2016	<p>- penerangan mengenai p.n. hakikat CAKUPAN unit pengurusan (MAMBAK)</p> <p>- penerangan mengenai peraturan Insolvency Act 1967 3 unit. (unit pembayar/ unit syarikat, unit pengurusan aset & unit pengurusan)</p>	<p></p> <p>NORHASLINDA SALLEH Ketua Seksyen Insolvensi Bahagian Perkhidmatan Pendaftaran Suruhanjaya Insurans & Takaful Malaysia</p>
Feb 2016	<p>- memeriksa dokumen permohonan perlesenan surat yang diterbitkan menggunakan company & business system (CBS)</p> <p>- membantu pembantu tadbit menyebarkan notis 308(1) untuk deposit kepada syarikat - MAMBAK yang berkaitan</p>	

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
Feb 2016	<p>- penerangan dari ketua seksyen tentang " requirements for applicant to put up 30A (1) "</p> <p>- penerangan dari pembantu hadir mengambil tentang proses pembetulan nama syarikat</p>	
Feb 2016	<p>- memeriksa dokumen berkaitan permohonan pembetulan nama syarikat.</p>	
Feb 2016	<p>- membantu pegawai xqvbir 30A (4) berkaitan permohonan nama syarikat. notis 30A (4) 19/95 notis kerabat & berikah kepada syarikat - syarikat yang telah mendapex notis 30A (2).</p>	<p> NORHASLINDA SALLEH Ketua Seksyen Insolvency Bahagian Perkhidmatan Pendaftaran Suruhanjaya Syarikat Malaysia</p>
Feb 2016	<p>- membantu pegawai menyiapkan notis 30A (4)</p> <p>- penerangan tentang ofis notis 30A (4) (4) notis 30A (4) oleh pembantu xqvbir.</p>	

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
16/6/2016	<p>- perjumpaan dengan En. 294947 tentang 19x, 10x praktikal -</p> <p>Berikut juga memberi penerangan tentang ssm, PLT</p> <p>- penerangan tentang beberapa unit dan bagagian di ssm.</p> <p>11x99249, 1910x, 294947</p> <p>penatutan, 294947 ketika 19x19x</p> <p>perundangan, 294947 signatur.</p> <p>- penerangan tentang pendaftaran perniagaan dan permohonan pembatalan nama syarikat</p> <p>- penerangan daripada En. 294947 tentang 19x10x pendaftaran perniagaan</p> <p>- memahami cara menerima butiran syarikat di dalam sistem (Company & Business System) (CBS)</p> <p>- menerima dokumen berkaitan permohonan pembatalan nama syarikat</p> <p>- menerima item seperti members' card, water letter, company.</p> <p>- membantu membuat notis 20(2) berkaitan permohonan nama syarikat.</p>	 <p>NORHASLINDA SALLEH Ketua Seksyen Insolvensi Bahagian Perkhidmatan Pendaftaran Suruhanjaya Syarikat Malaysia</p>

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
Jan 2016	<p> mengurukan dokumen permohonan pembetulan nama syarikat - melihat checklist dokumen permohonan pembetulan nama syarikat - diberikan annual report ssm oleh pn. norhaslinda (ketua pejabat 2014) untuk penerangan lanjut tentang aktiviti ssm. antaranya berkaitan dengan ekonomi 2014 dan analisa statistik utama ssm berkaitan pembetulan maklumat laporan pengeluaran dan pembetulan nama pada surat perniagaan, penamatan perniagaan. - penerangan yang berkaitan dengan ketua unit pengurusan aset)- pengeluaran aset melibatkan akaun syarikat 1965 section 310, 311 </p>	 NORHASLINDA SALLEH Ketua Seksyen Insolvensi Bahagian Perkhidmatan Pendaftaran Suruhanjaya Perkhidmatan Majikan
Jan 2016	penerangan tentang 'winding up' and 'strike off' company.	

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	<ul style="list-style-type: none"> - Citara memberikan penerangan tentang prosedur, cara pengisian untuk peloran projek. 	
	<ul style="list-style-type: none"> - diberikan penerangan tentang peraturan-peraturan mengenai maklumat (s.m) - mempelajari sedikit sebanyak tentang operasi pengor dan tanggungjawab s.m. 	<p>Boleh memahami proses apa di bawah S208 A5 1965</p>
17/07/2014	<ul style="list-style-type: none"> - membantu menyiapkan notis (section 308A), Companies Act 1965) - membaca 'response of new guidelines to state of the name of 'a company' - membaca 'requirements for an application pursuant to section 308A). 	 <p>NORHASLINDA SALLEH Ketua Seksyen Insolvensi Bahagian Perkhidmatan Pendaftaran Suruhanjaya Syarikat Malaysia</p>
17/07/2016	<ul style="list-style-type: none"> - diberikan penerangan oleh En. Mohd Rizuan berkaitan proses pengeluaran notis antara notis yang berkaitan (19/04 notis 308A), 308A) dan notis 308A) 	

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
29/10/16	<p>- melapor di diri di bahagian sumber korporat (BSK) di bawah unit practical & training.</p> <p>- ditempatkan di bahagian perkhidmatan pendaftaran di bawah (rekruen Jawatankuasa)</p> <p>- ditempatkan di bawah p.n. siri (9701 supervisor), p.n. siri ke, or melantikan & cku unit pembatalan yang berkaitan.</p> <p>- dipertanggung kepada seluruh itpp (ketua jawatankuasa)</p> <p>- menghantar 3 unit iaitu unit pengurusan aset, unit pembatalan yang berkaitan dan unit penggulungan.</p>	 <p>NORHASLINDA SALLEH Ketua Seksyen Insolvensi Bahagian Perkhidmatan Pendaftaran Suruhanjaya Syarikat Malaysia</p>
29/10/16	<p>- membantu berkaitan notis di bawah (section 30A(1), Companies Act, 1965) - berkaitan pembatalan yang berkaitan.</p> <p>- perlu membaca set section 30A (31A, Companies Act 1965) untuk memahami proses pembatalan yang berkaitan.</p>	
29/10/16	<p>- perjumpaan dengan cik Aing (Executive unit notis dan number mandib.)</p>	

1. Student's name: NURUL FADHEN BT KAMARUZZAMAN
2. Date & Place of Birth: 7 May 1993
3. UITM No.: 2013653236
4. Program: ANALISA (BACHELOR OF ADMINISTRATIVE SCIENCE)
5. Year: _____ Part: 5
6. Home address: F7-7-61, JALAN PERMAI, TAMBUKONG PERMAI, 47150 PUCHONG, SELANGOR.
7. Address during practical training: F7-7-61, JALAN PERMAI, TAMBUKONG PERMAI, 47150 PUCHONG, SELANGOR.
8. Place of training: SUKSESANJAYA PERIKATAN MUDA (SM)

9. Name of Supervisor in-charge: _____

10. Duration of training : From : 20 JUN 2016 to 16 JUL 2016

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11. Remarks: (Dean/Course Tutor)



PERPUSTAKAAN TUN ABDUL RAZAK
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 Telephone No. (Office / handphone) 082-678498
 Fakulti/Jabatan/Bahagian: FSPPP E-mel (E-mail): noni@uitm.edu.my
 Faculty / Division / Department Tarikh (Date): 28/5/24

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| 4. Jurnal (Journals) | <input type="checkbox"/> | 10. Buletin (Bulletins) | <input type="checkbox"/> |
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| 6. Projek Keusahawanan (Entrepreneurship Projects) | <input type="checkbox"/> | 12. Lain-lain (Others) : | <input type="checkbox"/> |

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Bil. No.	JUDUL BAHAN Title	HARDCOPY		SOFTCOPY	
		Judul	Naskah	Judul	Naskah
1.	<u>Master report</u>				
2.					
3.					

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 Tarikh (Date): 28/5/2024

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 Tarikh (Date):

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