

UNIVERSITI TEKNOLOGI MARA (UiTM), SARAWAK
FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES



PRACTICAL TRAINING REPORT:

MIRI DISTRICT OFFICE

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2013139851

DECEMBER 2015

SUPERVISOR'S COMMENTS

MODERATOR'S COMMENTS

**CLEARANCE FOR SUBMISSION OF THE PRACTICAL REPORT BY THE
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I have reviewed the final and complete practical report and approve the submission of the practical report for evaluation.

NOORFADHLEEN MAHMUD

DATE:

ACKNOWLEDGEMENT

Praise to Allah for eight weeks I undergo my Practical Training that begins on 21 July this year until 15 September, and I finally managed to complete my report Practical Training. I also wish to express my gratitude to the people most precious in my life, my father and mother for all the moral, financially supports and also to my colleagues for reminding me to always be honest and trustworthy during my Practical Training.

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THE DECLARATION

Declaration

I hereby declare that the work contained in this report is original and my own except those duly identified and recognized. If I am later found to have committed plagiarism or acts of academic dishonesty, action can be taken in accordance with UiTM's rules and academic regulations.

Signed.

Mohammad Fardhirul Adellah Bin Rosli

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CHAPTER 1

INTRODUCTION OF THE ORGANIZATION

1.1 Background of Miri District Office

Miri is located in northern Sarawak bordering Darussalam Brunei and East Kalimantan Province, Indonesia. Before 1841, the State was still under the rule of the Malay sultanate of Brunei. Political instability and chaos has led transitional government of this State to James Brooke and Brooke family. Rajah Charles Brooke as then, has appointed a resident in each division to assist him in governing the area. In 1883, the Sultan of Brunei has submitted Bintulu and Baram area of Sarawak to Fig.

In 1945 to 1963 the State has been placed under the control of British colonies and it has been divided into five sections. The four parts of the State when it covers Miri, Bintulu and Baram. In 1979 Bintulu was upgraded to a new Administration.

Miri Division currently has an area of 26,777km² and has a population of 307.782 people. Miri Division is divided into two districts as follows; Miri District (including the sub-district and sub-district Sibuti Niah); Marudi District (including the sub-district and sub-district Bakong Long Lama).

Administration Miri Resident Office include, District and Sub-District Office as follows; Miri Resident Office that administers the entire area in the Miri Division, headed by the resident; Miri District Office, which administers the area in Miri District, chaired by the District Officer. Miri District Sub-district encompasses Sibuti and Niah. Each is governed by an Administrative Officer and Assistant Administrative Officer; and Governing the Marudi District Office in Marudi District area which is chaired by the District Officer.

Marudi District Sub-district encompasses Bakong and Long Lama and each is governed by the Assistant District Officer Administrative Officer to help manage each sub-district.

1.2 History of Miri District Office



Miri District Office is one of an administrative district in Miri Division, Sarawak, which have been established since the British colonial period where at first, in 1910, it was located in the Central Administrative District Miri Marudi and in 1925, the administrative centre moved from Marudi to Miri Resident at the time. As for now, the latest Miri District Office is located in the city center of Miri which make it easier for the public to come to the office. Miri District Office, which administers the Miri District is headed by a District Officer (D.O). Meanwhile, Miri District also includes the sub-district of Sibuti and Niah. Each of these areas is supported and administered by an Administrative Assistant Officer (ADO) and Sarawak Administrative Officer (SAO) each.

1.3 Client's Charter

- i. We are committed to providing quality, efficient, trustworthy, fair and friendly at all times.
- ii. Always ready to help & give advice when needed.
- iii. Application for probate to be completed within two (2) weeks from the date of application with condition it was complies with the probate case management procedures.
- iv. Adoption applications will be completed within ten (10) days, with condition all parties concerned to attend and bring the completed documents.
- v. Application for change of ownership of shotguns through probate will be processed in twenty (20) days with condition it was included with a complete supporting documents.
- vi. Application for a permit to buy ammunitions will be dealt within five (5) minutes.
- vii. Applications for the quarters will be decided within five (5) days from the date of application.
- viii. Registration Application , Extract , Amendment and Revocation Names Business will be completed as the following ;
 - a. Registration - Five (5) working days
 - b. Extract - three (3) minutes
 - c. Amendment - five (5) working days
 - d. Cancellations - three (3) working days
- ix. Minor Rural Project (MRP) or in also known as Projek Kecil Luar Bandar will be implemented on time and to specifications in the current financial year.
- x. Event Management will be implemented according to planning, schedules, program and estimates of expenditure set by the Committee.

- xi. Preparation of payment vouchers will be done once the bills is received and completed within five (5) working days.

1.4 Miri District Office Vision & Mission

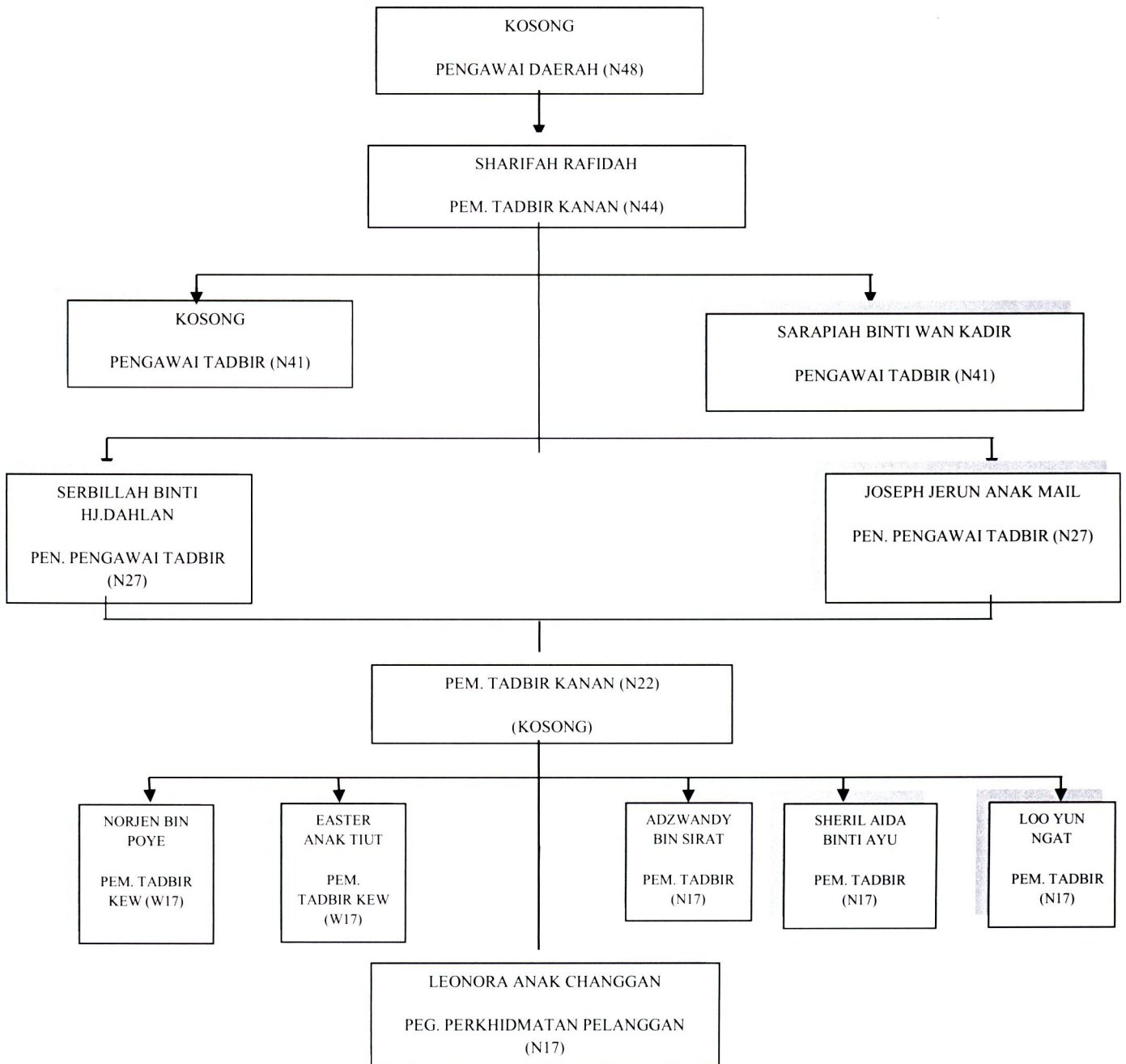
Vision

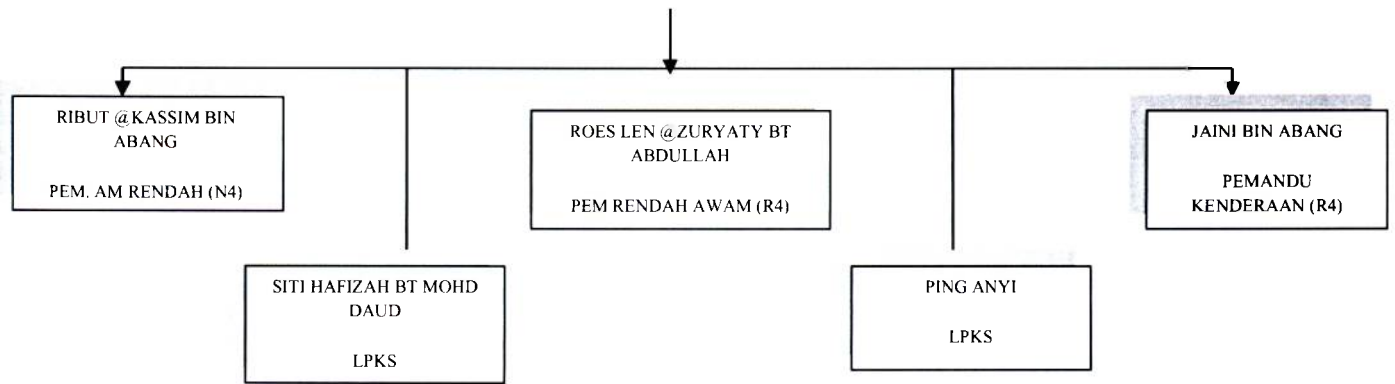
- i. Want to be a model of public service at district level in the State to provide the administrative machinery and the development of an efficient and effective way to facilitate change and transformation in line with government policies.

Mission

- ii. We are committed to providing caring and efficient in bringing development to the community.
- iii. Planning, implementing and coordinating programs towards rapid progress at district level.
- iv. To produce an efficient civil service, clean, trustworthy and high quality by providing training and proficiency in the use of information technology.

1.5 Organization Structure





1.6 Core of Businesses

| LEGISLATION (PERUNDANGAN) | DEVELOPMENT (PEMBANGUNAN) | GENERAL ADMINISTRATION (PENTADBIRAN AM) |
|---|--|---|
| <ul style="list-style-type: none"> • Recording and processing of applications for probate. • Recording and processing of applications for adoption. • Renewal of license to trade. • Processing change of ownership of firearms through probate. • Issue of permits to buy ammunition. | <ul style="list-style-type: none"> • Assist in coordinating and monitoring development programs and activities of the government and government agencies. • Plan and monitor the implementation of small projects for rural areas • Assist in implementing an integrated development plan for villages where the poorest will focus on the physical and mental development. | <ul style="list-style-type: none"> • Management and human resources development. • File Management. • Financial management. • Collecting basic data villages / longhouses. • Assist and coordinate the visits of dignitaries • Assist in monitoring the security situation. |

| | | |
|--|--|--|
| <ul style="list-style-type: none"> • Manage the statutory of declaration • Sign and hear cases Native Court. | | |
|--|--|--|

1.7 Product and services

I. PROBATE MATTER

- a) Probate is the process of administration of the estate of someone who dies to be administered and transferred to the heirs or other parties.
- b) Letters of Administration is given to someone to administer the estate of the deceased when the deceased died with or without a will.

Checklist:

- i. Original copy of Death Certificate and a photocopy.
- ii. Letter of Concern (if applicable)
- iii. Copy of identity cards of all beneficiaries.
- iv. Approval letter from the beneficiary and must be signed in the presence of witnesses and the witnesses should be made up of Magistrates / Bar / Administrative Officer / Administrative Assistant or Commissioner for Oaths.
- v. Confirmation of the Community leaders/tribe leaders in the Register of Probate.

- vi. Marriage certificate (if applicable)
- vii. A photocopy of any property movable and immovable in the name of the deceased.

II. ADOPTION

According to the Adoption Ordinance, Cap 91, the adoptive parents are fully responsible for the adopted child and the rights and status of the adopted child is the same level as the progeny of all property adoptive parents. The biological parent or legal guardian will lose responsibility over a child who has been removed and revocation of appointment may be made by the High Court. If the children is a Muslim, he/she should not be taken by people who are not Muslims.

Checklist:

- i. Copy of Birth Certificate (1 copy) and original birth certificate
- ii. Copy of identity cards for the parents, adoptive parents and two witnesses
- iii. Copy of Marriage Certificate of adoptive parents with original certificate
- iv. Application Form for Registration of Adoption [Seksyen 3 (1)]
- v. Statutory Declaration (To be completed by both Real and Adoption Parent)
- vi. Divorce Letter (If applicable)
- vii. Declaration Illegitimate births for single mothers
- viii. Confirmation letter from the community leader / tribe leader if the adoptive is still single.

III. BUSINESS NAME REGISTRATION

Each sole proprietorships and partnerships in the state of Sarawak must register business names and in accordance with regulations and laws that have been specified in the Ordinan Nama-nama Perniagaan [Bab. 64]. Any business to be registered must register their business in the District Office or authorized by the district where the premises is located.

Fees:

- i. Registration – RM 50.00
- ii. Quotes – RM 2.00
- iii. Payment of fees must be paid by cash only. Payments by check, money order or credit cards are not accepted.

Checklist:

- i. Form R.20-Pind. 1/86
- ii. Company stamp
- iii. Copy of applicant's identity card
- iv. Registration Fees (RM50.00) and quotes fees (2.00)
- v. Copy of Sale Agreement (Sale & Purchase Agreement) or a photocopy of the
- vi. Land Grants (Land Title) or the Land Title and Survey extract if the applicant belongs to a trade **
- vii. A copy of the agreement with the owner of the premises if a deal hired

IV. CHANGE OF FIREARM OWNERSHIP

Generally, the transfer of firearms is permitted during the life of an application for transfer of firearms to the son or daughter who worked as farmers only. Meanwhile, the dealings transfer of arms through the probate or letters of the Administrator is done if the licensee has died and transferable only to the children / grandchildren / great grandchildren and below are subject to the approval of the Resident. Processing payment of only RM 2.00 at District Office.

Checklist (application for a change by probate)

- i. Application Form (2 copies) must be completed.
- ii. Two (2) passport sized photos.
- iii. A copy of applicant's identity card has been approved.
- iv. A copy of the applicant birth certificate has been verified. If you do not have birth certificates using Appendix 1.
- v. A copy of Authorize letter holder's identity card who has been approved if the applicant is not the authorize letter holder.
- vi. Letters of Administration which is been confirmed.
- vii. A copy of death certificate owner which has been approved.
- viii. A copy of the Registration License of shotgun has been confirmed.
- ix. A copy of the receipt for storage of shotguns at the police station which has been confirmed.
- x. A copy of examination forms of the applicant fingerprints done at police stations at their district.
- xi. A copy of the examination form of firearm (shotgun) made at the police station at their District.

- xii. A copy of the medical examination report is registered at the health center.
- xiii. Appendix 2 to Appendix 6 should be completed:
- xiv. Appendix 2: Approval of Agreement Letter of the other children (single child is not necessary)
- xv. Appendix 3: Figure/Family tree
- xvi. Appendix 4: Physical Examination report and Eye.
- xvii. Appendix 5: Guns Examination and fingerprints report.
- xviii. Appendix 6: Letter of submission between authorize letter holder and applicant (if applicant is authorize letter holder not necessary)
- xix. Copy of Identity Card, Birth Certificate, and the license registration must be stamped with stamp "UNTUK KEGUNAAN PEJABAT DAERAH" and is attached after Appendix
- xx. All applications must comply with the conditions which have been specified and stated in the Akta Senjata 1960 and all related papers.

Checklist (application for a change during life)

- i. Application Form (2 copies) must be completed.
- ii. Two (2) passport sized photos.
- iii. A copy of identity card applicants has been approved.
- iv. A copy of applicant's birth certificate has been verified. If you do not have a birth certificate please use Appendix 1.
- v. A copy of the original owner Identity Card shotgun that had been confirmed.
- vi. A copy of the License Registration shotgun has been confirmed.
- vii. A copy of examination forms of the applicant fingerprints done at police stations at their District.

- viii. A copy of the examination form firearm (shotgun) made at the police station at their District.
 - ix. A copy of the medical examination report is registered at the health centre.
 - x. A copy of the receipt for storage of guns at station which has been confirmed by the original owners was sick and no ability to use a gun.
- a) Appendix 2 to Appendix 6 should be completed:
 - i. Appendix 2: Letter of Agreement between Owner of Origin with applicant.
 - ii. Appendix 3: Agreement Letter (single child is not necessary)
 - iii. Appendix 4: Figure/Family tree
 - iv. Appendix 5: Physical Examination Report and Eye
 - v. Appendix 6: Guns Examination and fingerprints report.
 - b) Copy of Identity Card, Birth Certificate, and the license registration must be stamped with stamp "UNTUK KEGUNAAN PEJABAT DAERAH" and is attached after Appendix
 - c) All applications must comply with the conditions which have been specified and stated in the Akta Senjata 1960 and all related papers.

V. **AMMUNITION PURCHASE PERMIT**

Purchases of ammunition is limited to only 25 rounds per month. For each dealings, applicants are required to take a bullet casing and the number of bullets used to be passed is equal to the number of shells brought subject to the limit set.

Fees:

- i. RM 2.00 (except Community leaders, tribe leaders and RELA)

Checklist:

- i. Identity card
- ii. Having a license and using or carrying and using a valid shotgun.
- iii. Used bullet casing.

VI. MARRIAGE REGISTRATION ACCORDING TO IBAN CUSTOMARY

Registration of marriage according to Iban customary also known as 'Kahwin Adat' can be done at Miri District Office as long as the couple get married in Miri.

Checklist:

- i. Advance details letter (Iban Traditional Marriage Information Form) signed by Tuai Rumah & Headman who holds the neighborhood or village.
- ii. Photocopy of birth certificate & identity card for the husband and wife.
- iii. Passport sized photo
- iv. Photocopy both husband and wife witness's identity card.
- v. People who witnessed the signing of this letter is to be any marriage has to do with the husband and the wife (whether the mother, father or close relatives of the husband and the wife)

CHAPTER 2

SCHEDULE OF PRACTICAL TRAINING

2.1 Introduction

My practical training is situated at Miri District Office Jalan Kingsway, 98000 Miri, Sarawak. I did my internship in HQ of District Office Miri where it is the main office of District Office at Miri including Sibuti and Niah. Here, I was placed at front counter of Miri District Office. My Assistant District Office is Madam Sharifah Rafidah Wan Razali where she is responsible to handle this organization. Whereas my practical supervisor also Madam Sharifah Rafidah Wan Razali where she is responsible to arrange and give tasks to me during my internship. For the period of within 8 weeks, my supervisor had given several of tasks and jobs for me in order to enhance my knowledge. For these 8 weeks of internship, I already did various tasks for helping the staff in this organization especially my department.

2.2 Weekly Tasks

| | |
|---|---|
| <p>1st week 20-24/7/2015</p> | <ul style="list-style-type: none"> i. Report duty for the organization which is Miri District Office. ii. Tasks given to assist officer to explain to the public people about Probate Matters, BR1M, Adoption, and Declaration Form. |
| <p>2nd week 27-30/7/2015</p> | <ul style="list-style-type: none"> i. Tasks given to assist officer to validated Business Name Registration forms filled by people that want to open a new business. ii. Tasks given to help officer at Firearm Counter to dealing with public to give an ammunition purchase permit, renewed licenses, and change of firearm ownership. iii. Tasks given to assist officer to dealing with public that want to make adoption. iv. Attending "Majlis Melanggar Meja Dan Ramah Tamah Aidilfitri 2015" at Dewan Masyarakat Sepupok, Niah. |
| <p>3rd week 3-7/8/2015</p> | <ul style="list-style-type: none"> i. Tasks given to assist officer to explain to the public people about Probate Matters and help public who want to make a probate. ii. Tasks given to assist officer to validated Business Name Registration forms filled by people that want to open a new business. iii. Tasks given to assist officer to dealing with publics to handle about BR1M. iv. Tasks given to assist officer to dealing with public that want to make adoption. |

| | |
|---|---|
| | <ul style="list-style-type: none"> v. Tasks given to assist officer to validated Business Name Registration forms filled by people that want to open a new business. |
| <p>4th week 10-14/8/2015</p> | <ul style="list-style-type: none"> i. Tasks given to help officer to teach public people how to fill the Declaration form before certified by Magistrates officer such as declaration of single status. ii. Tasks given to help officer at files section. Responsibility to help officer to arrange files to ensure all files can be arrange more proper than before. iii. Attending speech “Empowering Yourself Through Healthy Thinking” by Brahma Kumaris at Pustaka Miri. iv. To assist officer at front counter of Miri District Office to dealing with public people that want to get the certified true copy by officers such as school certificate. v. Tasks given to help officer to explain to public people that who want to apply E-Kasih and help them to filling the form. |
| <p>5th week 17-22/8/2015</p> | <ul style="list-style-type: none"> i. Tasks given to help officer at Firearm Counter to dealing with public to give an ammunition purchase permit, renewed licenses, and change of firearm ownership. ii. “Gotong-royong” with all staffs and practical students of Miri District Office for “Anugerah Kualiti Perkhidmatan Awam Negeri Sarawak 2015 (AKPANS)”. |

| | |
|---|--|
| <p>6th week 24-28/8/2015</p> | <ul style="list-style-type: none"> i. Tasks given to help officer to validate Censes Form for declaration of place such as villages and towns. ii. Tasks given to assist officer to dealing with public that want to make adoption. iii. Visiting by Head of National Auditing with peoples from others agencies to Miri District Office. iv. Tasks given to assist officer to validated Business Name Registration forms filled by people that want to open a new business. v. Tasks given to help officer at Firearm Counter to dealing with public to give an ammunition purchase permit, renewed licenses, and change of firearm ownership. |
| <p>7th week 30-31/8/2015</p> | <ul style="list-style-type: none"> i. Participating “Sambutan Hari Kebangsaan Ke-58 Peringkat Negeri Sarawak” at Limbang Outdoor Stadium. |
| <p>8th week 7-15/9/2015</p> | <ul style="list-style-type: none"> ii. Tasks given to make sure Firearm form have a sufficient quantity and make a photocopy of form if that forms reduce the quantity. iii. To assist officer at front counter of Miri District Office to dealing with public people that want to get the certified true copy by officers such as school certificate. iv. Tasks given to help officer to teach public people how to fill the Declaration form before certified by Magistrates officer such as declaration of working without pay slips. v. Tasks given to assist officer to dealing with public that want to |

| | |
|--|--|
| | <p>make adoption.</p> <p>vi. Participating “Sambutan Hari Kelahiran Tuan Yang Terutama (TYT) Negeri Sarawak yang Ke-79” at Sibu.</p> <p>vii. Tasks given to assist officer to explain to the public people about Probate Matters and help public who want to make a probate.</p> <p>viii. Farewell and Appreciation Ceremony for practical students.</p> |
|--|--|

CHAPTER 3

ANALYSIS

3.1 Introduction

From the analysis of internship, it is specifically focuses on the one of area and scope that mostly related and in charged by me at Miri District Office. Therefore, I will relate most of the works done during the internship with the subject that I have been studied, which is on the Public Relations. Through this experience, I am able to expand and raise the level of the basic skills as a preparation for me to face the real workplace world later. During the internship, I have been attached at various departments which I was given various tasks from each department. However, in this report I will only focus on one area which is on administrative area whereby most of my task given was from this scope. Besides that, this internship allows me to apply the theories and concepts learned at the university to the workplace.

3.2 Focus Task cover during Internship

3.2.1 Probate and Issued Letter of Administration

Probate is a process by which a deceased property is administered and transferred to the heirs or other parties. In Sarawak, the administration of the estate is governed by provision of the Administration of Estate Ordinance Chapter 80 and the collection of estate duty is governed by the provision of the Estate Duty Ordinance Chapter 29. "Letter of Administration" means giving a formal representation issued to the heirs or

representative of someone who dies without a will. "Grant of Probate" means provision on a formal representation issued to representatives of a deceased intestate. District Officer of Miri is the "Probate Officer" for Miri District.

As for the application of this probate registration, sensible people and adults are eligible to be granted the Letter of Administration according to priority under Section 8 of the Administration of Estate Ordinance as follows:

- a. Widower of the deceased
- b. Son of the deceased
- c. Deceased father
- d. Siblings of the deceased
- e. Widow of the deceased
- f. Male relatives of the deceased
- g. Female relatives of the deceased
- h. Creditors of the deceased

The application is received from the beneficiaries of the deceased by submitting documents as follows:

- a. Death Certificate or Statutory Declaration if death occurred before
16.09.1963
- b. List of assets and original related documents

- c. Approval letter or letters of administration to release a claim letter from the next who are unable to attend
- d. Community leaders for the particular area should also be present to verify the statements made

3.3 Public Relations

3.3.1 Definition

Public Relations is a leadership and management function that helps achieve organizational objectives, define philosophy, and facilitate organizational change. Public relations practitioners communicate with all relevant internal and external public to develop positive relationships and to create consistency between organizational goals and societal expectations. Public relations practitioners develop, execute, and evaluate organizational programs that promote the exchange of influence and understanding among an organization's constituent parts and public.

Public relations work is all about developing effective relationships between organizations and groups that are important to them, including the media, customers, employees, investors, community leaders and members, activist groups, and government agencies. This relationship should benefit both parties. Creating that kind of lasting win-win situation requires a great deal of give and take based on a mutual understanding of each other interests.

3.3.2 Application of Public Relation in Probate and Issued Letter of Administration (LA)

During the internship, most of the task done by me is on the area of process the probate application and issued the Letter of Administration. Through this task, it requires me to make two way communications whereby I need to communicate with the heirs or the applicant in order to explain to them on the process of the application until the process of issuing the Letter of Administration. I need give the information clearly and make sure that they understand what I said to them. This to reduce the chances for them to make mistakes or error while doing their application.

Here, what I have learned has been practiced whereby through the definition of Public Relation stated that, it is all about developing effective relationship between organizations which is the relationship between Miri District office and the applicant or the heirs, and group that are important to them which is the customers. For Miri District office, their customers are the public which are the applicant when it comes to the context of probate matter.

3.4 Law and Ethics

3.4.1 Definition

Ethics is an area of concern of public relations for four reasons. First, practitioners are aware that, to some, public relations have a reputation for unethical behavior. Second, public relation is often the source of ethical statements from an organization and the repository of ethical and social policies for that organization. Third, practitioners have struggled to create suitable codes of ethics for themselves and fourth, practitioners should act on behalf of their organizations as the ethical ombudsman for the public they served.

Kant defined ethics as "a science that teaches, not how we are to achieve happiness, but how we are to become worthy of happiness" (Lattimore, et. al, 2012). What is legal is not always ethical, and what is ethical is not always legal. Laws cover only so many situations in public relations. In many situations, public relations professionals have to make judgments about "the right thing to do" to build relationships between the organization and its public.

3.4.2 Application of Law and Ethics in Probate and Issued Letter of Administration (LA)

While I am carrying out this task, it enables me to practice the ethical conduct in ethical environment. This also one of the subtopic under Public Relations subject which is under the sub topic of Law and Ethics, whereby I need do the task ethically because I am carried out the image of the organization and also my university. Any misconduct done by me will affect both party images. James E. Grunig (as stated in Lattimore et. al, 2012), argued that individual practitioners must have two basic guiding ethical principles which are, first, they must have the will to be ethical, intending not to injure others, but rather to be honest and trustworthy.

This has been applied during my internship when I carried out this task on probate matters, I need to be honest and trustworthy when it comes to the matters of assets of the deceased. I must not disclosed the information about the assets to other people and keep it confidential. Second principle mentioned by Grunig was, they must make every effort to avoid actions that have adverse consequences for others whereby I must act accordingly to ensure that my organization and my university would not receive the impact from the bad conduct that I have done.

3.5 Conclusion

Overall this chapter is about the analysis of the task done during the internship. Analysis of training specifically focuses on one area of task which is on the administration. This chapter also reflect definition of concept. It is also consisting of the demonstration of practical and theoretical aspects as how student transforms knowledge gained at workplace to reinforce understanding on the concepts learned in classroom.

CHAPTER 4

RECOMMENDATIONS

4.1 Introduction

Every organization has its own strengths and also weaknesses while performing its activities. By referring to my period of practical training at Miri District Office, I have identified these strengths and weaknesses on the task performance and also some recommendations to overcome those weaknesses in the organization. This chapter will provide the recommendation to the organization towards the weaknesses that had observe by the trainee. In this chapter the recommendations come from chapter 3 which had been analyzing by me. Thus, I can come out with the suggestion and recommendations to the organization to increase and upgrade the skills and performance then also to decrease the bad reputation of organization.

4.2 SWOT Analysis

4.2.1 Strengths

The easy to approach or asking any question by the customers. Most probably, the new customers have zero knowledge on any services their need, sometimes they will ask the staffs to have idea or knowledge about their services.

Besides that, the other strengths are the counter service will more smoothly and more easily with ticketing machine or system at the organization. In addition, it will lead to a better services the minimum used of time required for instance, the customer just

clicking on the services at the ticketing machine and the waiting will be print out automatically. Hence, this will make the counter service runs smoothly as well as make service delivery or provided more efficient and effective.

4.2.2 Weaknesses

There are several weaknesses as I experience in my practical training at the entire organization. Firstly, some of the staffs not punctual in coming into office or no punctuality among them. It can be see that, usually office hour starts at 8.00 o'clock in the morning, but some of them always coming late into office for example at 8.15 am or 8.30 am. There are some reasons why some of them coming late into office such as going out for breakfast when the office hours about to start and no punctuality values among the staffs. In addition, they usually go out early before lunch hours starts such as at 11.30 a.m. they going back to their home and picking up their children's at school. Thus will make the customer waiting for a long time in writing of them or the staffs and give the bad impacts towards the organization.

Secondly, there is inadequate number of staffs in the office. In Miri District Office, there is lack number of staffs where they need to handle multiple of task in one time. This will lead the task given will have a slower process to finish and submit it up due to several task need to settle early and by turn. For example, in Miri District Office there are often 'urgent' meeting due to a lot of work given by one staff which handle multiple of work in the office.

Furthermore, slower process in flow of work or task. This is due to the officer in charge involve in work purposes such as travelling, meeting, going to site for the whole day and other causes. This will make to slower in delivery the services to the customers

as well as make the customers waiting in completing and settling their needs. Therefore, there are less effective and efficient organization in delivering the services.

4.2.3 Opportunities

As the staff practice a good attitude such as easy to approach, this will make the customers will love the organization. When the customers will love the way staffs treat and approach them because of a good treat and nice approach, they will more comfortable and stay loyal to the organization. On other hand, they will support the organization too. In addition, it can conclude that when the customers satisfied with the services provided at any government agencies they will support the government as well.

Moreover, while the staffs are adequately trained, they will have good skills, knowledge and abilities in every task in organization it will lead to improvement of career development among the staffs. This also gives the opportunities to the organization as well as to the stakeholders. The staffs clarify the match between organizational and their goals and also increases their motivation and productivity.

4.2.4 Threats

Customers might be going to the other agencies or organization with the same services delivery. The customers can choose the other organization which provides the same services due to various factors such as mobility or distance, customer satisfaction and other factors.

strengths of job or tasks assigned during my practical training is the staffs especially at the counter services is approachable. That means, the staffs

4.3 Recommendation/ Suggestion

The reason why I choose to complete my industrial training at District Office is because I know I will learn so much. As I have trained there for 8 weeks, there are a few of suggestions that came through my mind. Firstly, I would like to suggest them to use numbering system. Yes, they do use numbering system but not using the screen that often use to call out the numbers. For the time being, each counters have its own numbers and the one who worked at the counter will have to shout for the numbers for the public to come which make the office sounds so loud.

Second is, I would like to suggest them to use the machine where the workers always put their thumb on a machine where it is also known as the thumb print system. As for our office, they are still using the manual way which is by write their name down and the time when they get there. And because of that, some staff tends to come late and going back earlier than they should be. As for this, I am highly recommended them to use the thumb print system in order to overcome this issue.

CHAPTER 5

CONCLUSION

5.0 Introduction

This chapter will conclude about each of the chapter that I've explained before this. Besides that, on the conclusion part, I will conclude about what are the benefits that I've gained from the internship training in Miri District Office.

5.1 Summary of Chapter 1

In chapter 1, I had explained about the organizational background of Miri District Office. Besides, I also had identified their vision, mission and objective of the organization. I also know about the organizational structure such as the hierarchy from lower until upper level of management. I'm well informed about the background of this organization. So, it can enhance my knowledge after having a practical training in Miri District Office.

5.2 Summary of Chapter 2

In chapter 2, I had explained about the tasks and job that I did during the eight weeks of my internship programmed. The tasks given to me were consistent to the guidance provided by the faculty. The tasks mainly related to the scope of administration. I'm able to apply what I've learned in the classroom and to relate the theory into practice. Therefore, it is a valuable experience that I can get through my practical training.

5.3 Summary of Chapter 3

In chapter 3, I explained about the most important task that I did during my training. I was instructed to do many tasks, but the main focus in chapter 3 is to analyze about the task that I had most involved and engaged to, that is about public services. It was such an interesting experience since I was exposed to many tasks and had opportunity of meeting and works with other people.

5.4 Summary of Chapter 4

In chapter 4, I've had make analyzed about the strength and weaknesses of the task that I choose as the main focus. This is the continuation of the analysis in the previous chapter. There are some recommendations that I've suggested in chapter 4 regarding the weaknesses of the tasks. This is to identify the mistakes and some corrective actions that can be taken in order to be better in the future. I can enhance my knowledge on how to evaluate a tasks or jobs that been given or handle by me.

5.5 Summary of report

On the period of eight weeks in Miri District Office, I get a lot of benefit during the practical training. There are four benefits that I can get through the practical training.

First benefit is in term of my confident level. If before this, I do not have any opportunity to work in any department or agencies that consider have a large organization structure. This is because, when my first day of entering the training, I felt so nervous in order to adapt with the surrounding and environment in my workplace. I felt so afraid to get to know the staff in my department. This is due to the different level of ages and academic qualification. This is supported by the

culture in the organization that I cannot adapt at the first week of my internship. However, when the time passed by, I was able to cope with the working environment. This is because my supervisor and other staff had started to show their trust in me to handle certain jobs and tasks with my own effort. From here, I can see that they believe in my ability to do the tasks given although I only a trainee. But it is under the guidance of my supervisor. The way they had treated me as an employee had make my confident level increase in order to complete the task given. For example, I had given the responsibility to be the head for special task force in handle front counter service.

Second benefit that I can get is in term of the interpersonal skill. This is because, during my internship, I was assisted to be more competent in order to develop my skills. This is the main focus of my supervisor to enhance my knowledge and skills. As I can see during the practical training, my supervisor had taught me to use a variety of software to complete my tasks faster and effectively. For example, I had used the database for all my administration tasks. This is because Microsoft excel is more convenient and easy if we can understand to use the software. I was asked to use Microsoft excel for the purpose of doing record keeping and database. I managed to complete the task given in a short period because it is very compatible to use. If before this I only have a basic skill and knowledge on handling the Microsoft excel, but through the training, I had an opportunity to enhance my skill. Furthermore, I also can increase my interpersonal skills in term of communication and soft skills. This is because I was given an opportunity to meet many people from different background. It was very interesting where I can polish my communication skill with the upper level of management. For example, I had an communicate with public that come to Miri

District Office to make their matter then explain to them how to do and what are the processes of the Letter of Administration, Adoptions, buying the ammunition and renewal of expired licenses for firearms, registering of a new company and so many more.. This can reduce my nervousness when dealing with people when enter in the workplace.

Furthermore, I had learned a lot about the culture in the workplace. What I learn is that the organizational cultures in Miri District Office is very friendly and have teamwork. This is because during eight weeks I had the training; I can see the sense of belonging among the workers is very strong. They are care about each other and make them as a family. My ADO Madam Sharipah Rafidah Wan Razali and she also my supervisor had play a role as a leader to motivate their staff. Indirectly the staff is encouraged to improve their performance. For example, my officer will conduct a short briefing once a week to update the current performance of their staff. Through the short gathering it will make them closer in term of teamwork and relationship. For me, I as a trainee also feel the situation where others staff including my officer and supervisor always guide me on how to be a good employee and perform well in job. I feel so motivated even though it is only a practical training. If I do not understand on certain tasks, they will give a good direction for me to improve better.

Last but not least, the most valuable benefit that I can get is my new experiences. Experiences cannot be gained without an opportunity. During the internship, I did not miss any opportunity that comes to me. This is because I know I can make it as a process of learning. I get a lot of experiences from the task given. This is because before this I've did not have the chance to gain these experiences. This started from my beginning until the end of my training where I

had learned new things and experienced it by myself. There are many tasks and job that given by my supervisor in the eight weeks of my practical training. For example, I had new experiences to attend a meeting together with several Officers. On that meeting, I helped my officer to take a minute of meeting. Instead of taking a minute meeting, I had observed the real situation on how they conduct a meeting. The way they give an opinion and make decisions had make me so interesting to be a part of the committee. This is because they have a great qualification and position in Miri District Office, the way they express their ideas had inspired me to be like them in the future. In addition, I also had an opportunity to communicate with them and gain some knowledge. As a conclusion, I get the experiences on the environment in workplace; I hope I can apply what I learn in my future career.

References

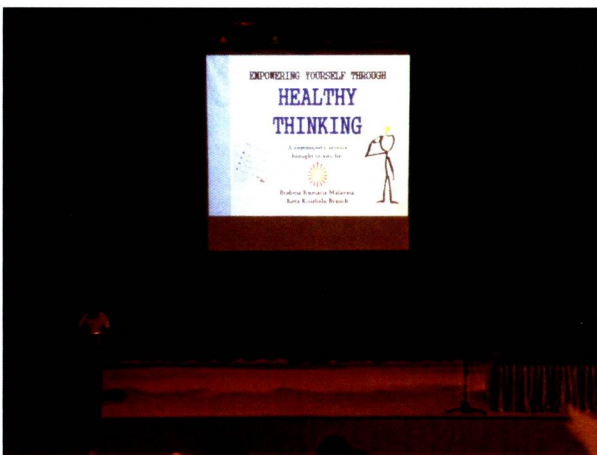
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APPENDIXES



Participating “Sambutan Hari Kebangsaan Ke-58 Peringkat Negeri Sarawak” at Limbang Outdoor Stadium & Participating “Sambutan Hari Kelahiran Tuan Yang Terutama (TYT) Negeri Sarawak yang Ke-79” at Sibul.



Attending speech “Empowering Yourself Through Healthy Thinking” by Brahma Kumaris at Pustaka Miri & Farewell and Appreciation Ceremony for practical students.



SIJIL PENGHARGAAN

Dengan ini Mengesahkan Bahawa

**MOHAMMAD FARDHIRUL ADELLAH BIN
ROSLI**

(931225-13-6183)

dari

**UNIVERSITI TEKNOLOGI MARA SARAWAK
(UiTM)**

Dengan jayanya telah menjalani

LATIHAN INDUSTRI

Di

PEJABAT DAERAH MIRI

Pada

20 JULAI 2015 – 15 SEPTEMBER 2015

HAJAH SHARIFAH RAFIDAH BINTI WAN RAZALI

Pemangku

Pegawai Daerah Miri

KERTAS MINIT
MINUTE SHEET

Kepada:

1. Cik Alicia Christie Anak Ali
2. Encik Mohd. Fardhirul Adellah Bin Rosli

Tuan/Puan,

IADUAL BERTUGAS PELAJAR PRAKTIKAL – UiTM KOTA SAMARAHAN

Dengan segala hormatnya perkara tersebut di atas adalah dirujuk

2. Bersama-sama ini dikepilkan Jadual Bertugas Pelajar Praktikal untuk tempoh dari **20.07.2015 sehingga 15.09.2015**. Tuan/Puan adalah diarah mengikuti jadual tersebut untuk menjalankan tugas di Pejabat Daerah Miri.

Sekian, terima kasih.

"BERSATU BERUSAHA BERBAKTI"
"AN HONOUR TO SERVE"

(HJH SHARIFAH RAFIDAH BINTI WAN RAZALI)

Pemangku Pegawai Daerah
Miri

Ruj : PDM/ADM/19/

Tarikh: **21.07.2015**

s.k. SAO Sarapiah Bt Wan Kadir
SAO Serbillah Bt Hj Dahlan
SAO Joseph Jerun Ak Mail

JADUAL BERTUGAS PELAJAR PRAKTIKAL

Latihan Industri: Pelajar dari UITM

| BIL | TEMPOH | TEMPAT BERTUGAS | NAMA PELAJAR | CATATAN |
|-----|----------------------------|---|--|---------|
| 1. | 20.07.2015 - 15.09.2015 | - PEJABAT AM/KAUNTER HADAPAN: - MEMBANTU: ADO : SHARIFAH RAFIDAH BT WAN RAZALI SAO : SARAPIAH BT WAN KADIR SAO : SERBILAH DAHLAN SAO : JOSEPH JERUN - BAHAGIAN FAIL & REKOD - BAHAGIAN AKAUN | ALICIA CHRISTIE AK ALI MOHD. FARDHIRUL ADELLAH BIN ROSLI | |

KERTAS MINIT
MINUTE SHEET

Kepada: Sila lihat senarai agihan.

Tuan/Puan,

PERLANTIKAN SEBAGAI USHER/USHERETTE -
MAJLIS "MELANGGAR MEJA" DAN RAMAH MESRA AIDILFITRI 2015

Dengan segala hormatnya perkara tersebut di atas adalah dirujuk.

2. Sehubungan dengan itu, Tuan/Puan adalah dilantik sebagai Usher/Usherette bagi majlis tersebut di atas dan *silalah berada di tempat majlis setengah jam awal* seperti jadual berikut:-

Tarikh : 30 Julai 2015 (Khamis) (Sesi Rehearsal)
Masa : 10.00 Pagi
Tempat : Dewan Masyarakat Sepupok, Niah

Tarikh : 30 Julai 2015 (Khamis) (Majlis Bermula)
Masa : 6.00 Petang
Tempat : Dewan Masyarakat Sepupok, Niah

3. Perhatian dan kerjasama Tuan/Puan adalah amat dihargai dan diucapkan terima kasih.

"BERSATU BERUSAHA BERBAKTI"
"AN HONOUR TO SERVE"



(SHARIFAH RAFIDAH BINTI WAN RAZALI)
Pemangku Pegawai Daerah
Miri

Ruj: PDM/ADM/26/ (15)

Tarikh: 29.07.2015

SWK/lyn

SENARAI AGIHAN

- 1) Puan Masnona Binti Abdul Kadir
- 2) Cik Vivi Vella Rossa Anak Bandar
- 3) Cik Misiah Binti Amiri
- 4) Encik Antonio Anak Leonard

Melalui: **Residen Bahagian Miri**

- 5) Pegawai Tadbir Sarawak, Sibuti
- 6) Pegawai Tadbir Sarawak, Niah

Sila lantik kakitangan pejabat tuan
Untuk bertugas sebagai Usher/Usherette

- 7) SAO Sarapiah Binti Wan Kadir
- 8) SAO Serbillah Binti Hj Dahlan
- 9) SAO Joseph Jerun Anak Mail
- 10) Encik Ribut @ Kassim Bin Abang
- 11) Cik Siti Hafizah Binti Mohd Daud
- 12) Cik Rena Anak Umar
- 13) Encik Gerald Anggit anak Genam
- 14) Encik Bryan anak Hogres
- 15) Cik Juliana Alah
- 16) Cik Alicia Christie anak Ali
- 17) Encik Mohd. Fardhirul Adelah bin Rosli
- 18) Encik Jeremia Emang

Pejabat Daerah Miri

ATURCARA
MAJLIS "MELANGGAR MEJA" DAN RAMAH MESRA AIDILFITRI 2015
DI DEWAN MASYARAKAT SEPUPOK, NIAH.

KHAMIS, 30 JULAI 2015

- 6.30 petang : Ketibaan orang ramai
- 7.30 malam : Ketibaan Ahli-ahli Yang Berhormat dan Tetamu Jemputan
- 8.00 malam : Ketibaan Yang Amat Berhormat Ketua Menteri Sarawak dan
Yang Amat Berbahagia Datin Patinggi Dato Hajah Jamilah binti Haji Anu
- : Nyanyian lagu "Negaraku" dan "Ibu Pertiwiku"
- : Bacaan Doa
- : Persembahan Kebudayaan oleh pelajar SMK Subis
- : Ucapan Alu-aluan oleh Penaung Jawatankuasa Induk Majlis "Melanggar
Meja" dan Ramah Mesra Aidilfitri 2015, Yang Berhormat Puan Rosey binti
Haji Yunus, Menteri Muda Pendidikan Awal Kanak-kanak & Pembangunan
Keluarga Sarawak merangkap ADUN N.61 Bekenu
- : Persembahan Oleh Pelajar SMK Suai
- : Amanat oleh Yang Amat Berhormat Datuk Patinggi Tan Sri (Dr) Haji Adenan
bin Haji Satem, Ketua Menteri Sarawak
- : Penyampaian Cenderamata kepada Yang Amat Berhormat Ketua Menteri
Sarawak
- : Upacara Simbolik Perasmian – Memotong "Kek Kepala Meja"
- : Jamuan "Melanggar Meja"
- : Persembahan pentas oleh pelajar SJK Ching Nam, Niah dan pelajar SMK Suai
- : Penyampaian Hadiah Pertandingan Meja "Melanggar Meja" Tercantik
- 10.30 malam : Keberangkatan balik Yang Amat Berhormat Ketua Menteri Sarawak dan
Yang Amat Berbahagia Datin Patinggi Dato Hajah Jamilah binti Haji Anu
- : Majlis Bersurai

KERTAS MINIT
MINUTE SHEET

Kepada:

Sila lihat Senarai Agihan

GOTONG ROYONG

Seperti mana yang telah dimaklumkan, Lawatan Audit untuk Anugerah Kualiti Perkhidmatan Awam Negeri Sarawak 2015(AKPANS) akan diadakan pada 26 Ogos 2015 (Rabu) di Pejabat Residen Bahagian Miri (Pentadbiran & Akaun). Oleh hal yang demikian mohon jasa baik dan komitmen tuan/puan/cik untuk bergotong royong pada tarikh dan masa seperti berikut:-

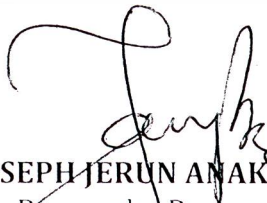
Tarikh : **21 Ogos 2015 (Jumaat)**
Masa : **3.30 petang**
Tempat : **Pejabat Daerah Miri**

Tarikh : **22 Ogos 2015 (Sabtu)**
Masa : **8.30 pagi**
Tempat : **Pejabat Daerah Miri**

Sekian, harap maklum.

"BERSATU BERUSAHA BERBAKTI"

"AN HONOUR TO SERVE"



(JOSEPH JERUN ANAK MAIL)
b.p Pemangku Pegawai Daerah Miri

Rujukan : **PDM/ADM/ 08/(03)**
Tarikh : **19.08.2015**

1. SAO Sarapiah Binti Wan Kadir
2. SAO Joseph Jerun Anak Mail
3. Sao Serbillah Binti Haji Dahlan
4. Encik Norjen Bin Poye
5. Encik Adzwandy Bin Sirat
6. Puan Leonora Anak Changgan
7. Puan Easter Anak Tiut
8. Encik Kassim Bin Abang
9. Puan Zuryaty Binti Abdullah
10. Puan Ping Anyi
11. Cik Siti Hafizah Binti Mohamad Daud
12. Cik Juliana Alah
13. Cik Alicia Christie Anak Ali
14. Cik Rena Umar
15. Cik Andrea Tera Bili
16. Encik Gerald Anggit
17. Encik Bryan Anak Hogres
18. Encik Jeremia Emang
19. Encik Mohd. Fardhirul Adellah Bin Rosli
20. Encik Ling Song Jing

KERTAS MINIT
Minute Sheet

Sila Lihat Senarai Agihan

Tuan/Puan,

LATIHAN PERBARISAN SEMPENA PERHIMPUNAN KEMERDEKAAN 2015 DI BAHAGIAN LIMBANG

Dengan segala hormatnya perkara di atas adalah dirujuk.

2. Dimaklumkan tuan/puan diminta untuk menyertai latihan perbarisan sebagai persiapan penyertaan Perhimpunan Kemerdekaan 2015 di Bahagian Limbang seperti butiran berikut:

Tarikh : 24 Ogos 2015 – 28 Ogos 2015
Masa : 4.30 Petang
Tempat : Perkarangan Pejabat Residen Miri
Pakaian : Pakaian yang bersesuaian

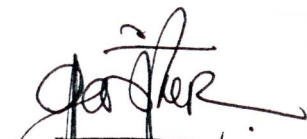
3. Latihan perbarisan akan diketuai oleh Encik Rosli Bin Abdullah dan dibantu oleh Encik Roslan Bin Yakub.

4. Taklimat mengenai Perhimpunan Kemerdekaan 2015 akan diadakan pada **24 Ogos 2015 jam 4.00 petang** di Bilik Mesyuarat Pejabat Residen Miri.

Sekian terima kasih.

“BERSATU BERUSAHA BERBAKTI”

“AN HONOUR TO SERVE”



(GERALDINE JD KULAI)

b.p Residen Bahagian Miri

Rujukan : PRM/SOC/S/15/3(7)

Tarikh : 18 Ogos 2015

KERTAS MINIT
Minute Sheet

Senarai Agihan :

1. Puan Geraldine JD Kulai
2. Encik Omar Bin Hopeni
3. Encik Wan Azzry Iswandy Bin Wan Othman
4. Cik Dayang Saniahwati Binti Nayan
5. Encik Johari Bin Abdul Rahman
6. Encik Roslan Bin Yakub
7. Encik Rosli Bin Abdullah
8. Cik Maychelinda Anak Igun

Pejabat Timbalan Residen Sosial

- | | | |
|---|---|-----------------------------------|
| <ol style="list-style-type: none">9. Puan Masnona Binti Abdul Kadir10. Puan Suraya Binti Abdul Rahim11. Puan Cynthia Anak Jantau12. Cik Lovelyn Leni Anak Edward13. Encik Antonio Leonard14. Cik Misiah Binti Amiri15. Cik Raine Chua Tze Hui | } | Melalui : Timbalan Residen Sosial |
|---|---|-----------------------------------|

KERTAS MINIT
Minute Sheet

Pejabat Daerah Miri

16. Puan Leonora Anak Changgan
17. Encik Adzwandy Bin Sirat
18. Encik Norjen Bin Poye
19. Puan Easter Anak Tiut
20. Encik Kassim Bin Abang
21. Puan Ping Anyi Ngau
22. Cik Siti Hafizah Binti Mohamad Daud
23. Cik Juliana Alah
24. Encik Gerald Anggit
25. Cik Alicia Christie Anak Ali
26. Encik Bryan Anak Hogres
27. Encik Jeremia Emang
28. Cik Rena Umar
29. Cik Andrea Tera Bili
30. **Encik Mohd. Fardhirul Adellah Bin Rosli**
31. Encik Ling Song Jing

Melalui : Pemangku Pegawai Daerah Miri

Pejabat Daerah Marudi

32. Puan Rose Edward Tarang

Melalui : Pegawai Daerah Marudi

Pejabat Daerah Kecil Beluru

33. Puan Roslina Jantau
34. Cik Yanti Binti Harry

Melalui : Penolong Pegawai Tadbir,
Pejabat Daerah Kecil Beluru



Untuk Kegunaan Pejabat

P.M. No.....

Buku No:.....[Melayu/Dayak]

Lampiran II

PERMOHONAN SURAT KUASA MENTADBIR & SURAT PROBET

Nama Simati :

Nama Pemohon :

Alamat :

No.Tel: :

DOKUMEN-DOKUMEN YANG DIPERLUKAN

1. Sijil Kematian [2 salinan termasuk asal dibawa bersama]
2. Temenggong / Pemanca / Ketua Masyarakat /Ketua Kaum dikehendaki hadir bersama Waris simati bagi tujuan pengesahan dalam buku daftar probet.
3. Surat Izin Persetujuan daripada waris-waris untuk melantik Pentadbir [Saksi haruslah Daripada Temenggong / Pemanca / Ketua Masyarakat / Ketua Kaum dsb.]
4. Surat Wasiat Asal [3 salinan termasuk asal / jika ada]
5. Surat Sumpah [Bagi Kes Berwasiat hendaklah daripada 2 saksi]
6. Kad Pengenalan Waris terdekat [salinan fotostat]
7. Sijil Nikah
8. ASET Semua harta benda yang dibawah nama gemulah simati [salinan fotostat]:-
 - a) Harta Tak Ali Geran Tanah. Memorandum Pindah Milik cagaran, sewaan Kaeat P.A.
 - b) Akaun Bank Penyata Akaun Semasa buku Akaun Simpanan Resit Akaun Simpanan Tetap, Resit Pen Deposit.
 - c) Saham [Sijil Saham & Surat Pengesahan nilai saham pada tarikh kematian gemulah dsb].
 - d) Insuran [Surat pengesahan amaun tuntutan dari Syarikat Insuran]
 - e) Perniagaan [Penyata Kunci kira-kira Akaun Keuntungan & Kerugian pada tarikh kematian]
 - f) Kumpulan Wang Simpanan Pekerja [EPF] Surat drp. Pej. KWSp mengesahkan jumlah tuntutan.
 - g) Kenderaan [dokumen pendaftaran]
 - h) Senjata Api [Lesen pendaftaran]
9. Surat Akaun [Surat Sumpah] sekiranya tiada Sijil Kematian bagi yang meninggal Sebelum Hari Malaysia dsb.

SEMUA DOKUMEN HENDAKLAH DISEMAK DAN TERATUR

User/Gajah/Probet1.doc

10. Pastikan pemohon adalah terdiri daripada waris terdekat si mati (mesti dewasa) mengikut turutan berikut :-
- (1) Balu kepada simati
 - (2) Anak lelaki kepada simati
 - (3) Bapa kepada simati
 - (4) Janda kepada simati
 - (5) Saudara lelaki paling rapat kepada simati
 - (6) Saudara perempuan paling rapat kepada simati
 - (7) Pemiutang simati

SENARAI NAMA WARIS

| Bil | Nama | No. KPT | Persaudaraan | Tandatangan/ Cap Jari |
|-----|------|---------|--------------|--------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

[Sila gunakan Lampiran sekiranya tidak mencukupi]

Disaksikan oleh:

Tandatangan Saksi :

Nama Saksi :

No. Kad Pengenalan :

Pekerjaan :

Alamat :

.....

Tarikh :

Nota:

Saksi terdiri daripada Ketua Masyarakat, Ketua Kaum, Pesuruhjaya Sumpah, Peguam, Pegawai Bahagian A atau B.

PROBATE

SITUASI 1.

YANG MENINGGAL : ISTERI

| | |
|--|---|
| <p>PEMOHON : SUAMI SIMATI</p> <ol style="list-style-type: none">1. IC PEMOHON2. SIJIL KAHWIN (SEKIRANYA TIADA RUJUK PADA SIJIL LAHIR ANAK)3. IC DAN SIJIL LAHIR ANAK | <p>PEMOHON: ANAK SIMATI</p> <ol style="list-style-type: none">1. IC PEMOHON2. SIJIL LAHIR PEMOHON3. IC IBU BAPA4. SIJIL KAHWIN IBU BAPA (SEKIRANYA TIADA RUJUK PADA SIJIL LAHIR ANAK)5. SIJIL KEMATIAN IBU/BAPA6. SURAT KEBENARAN DARIPADA IBU/BAPA MEMBERI KEBENARAN KEPADA PEMOHON.7. SIJIL CERAI (SEKIRANYA IBU BAPA TELAH BERCERAI) |
|--|---|

SITUASI 2.

YANG MENINGGAL : SUAMI

| | |
|---|---|
| <p>PEMOHON : ISTERI SIMATI</p> <ol style="list-style-type: none">1. IC PEMOHON2. SIJIL KAHWIN (SEKIRANYA TIADA RUJUK PADA SIJIL LAHIR ANAK)3. IC DAN SIJIL LAHIR ANAK | <p>PEMOHON: ANAK SIMATI</p> <ol style="list-style-type: none">1. IC PEMOHON2. SIJIL LAHIR PEMOHON3. IC IBU BAPA4. SIJIL KAHWIN IBU BAPA (SEKIRANYA TIADA RUJUK PADA SIJIL LAHIR ANAK)5. SIJIL KEMATIAN IBU/BAPA6. SURAT KEBENARAN DARIPADA IBU/BAPA MEMBERI KEBENARAN KEPADA PEMOHON.7. SIJIL CERAI (SEKIRANYA IBU BAPA TELAH BERCERAI) |
|---|---|

Byfan

'w

SITUASI 3.

YANG MENINGGAL : ANAK

| | |
|--|--|
| <p>PEMOHON : IBU ATAU BAPA</p> <ol style="list-style-type: none">1. IC PEMOHON2. SIJIL LAHIR SIMATI3. IC IBUBAPA4. SIJIL KAHWIN IBU BAPA (SEKIRANYA TIADA RUJUK PADA SIJIL LAHIR ANAK)5. SURAT AKUAN BUJANG – (ADA DI TRAY PROBATE)6. SIJIL CERAI (SEKIRANYA SIMATI TELAH BERACERAI)7. IC ATAU SIJI LAHIR ANAK SIMATI (SEKIRANYA SIMATI TIDAK BERKAHWIN ATAU PERNAH BERKAHWIN TETAPI MEMPUNYAI ANAK) | <p>PEMOHON: ADIK BERADIK SIMATI</p> <ol style="list-style-type: none">1. IC PEMOHON2. SIJIL LAHIR SIMATI DAN PEMOHON3. IC IBU BAPA4. SIJIL KAHWIN IBU BAPA (SEKIRANYA TIADA RUJUK PADA SIJIL LAHIR ANAK)5. SIJIL KEMATIAN IBU/BAPA (SEKIRANYA IBU/BAPA SUDAH MENINGGAL DUNIA)5. SURAT AKUAN BUJANG (ADA DI TRAY PROBATE)6. SIJIL CERAI (SEKIRANYA SIMATI TELAH BERACERAI)7. IC ATAU SIJI LAHIR ANAK SIMATI (SEKIRANYA SIMATI TIDAK BERKAHWIN ATAU PERNAH BERKAHWIN TETAPI MEMPUNYAI ANAK) |
|--|--|

SITUASI 4.

YANG MENINGGAL : ADIK BERADIK (KAKAK/ABANG/ADIK)

| | |
|---|--|
| <p>PEMOHON: ADIK BERADIK SIMATI *SEKIRANYA IBUBAPA SUDAH MENINGGAL</p> <ol style="list-style-type: none">1. IC PEMOHON2. SIJIL LAHIR SIMATI DAN PEMOHON3. IC ADIK BERADIK4. SIJIL LAHIR ADIK BERADIK | <ol style="list-style-type: none">5. SIJIL KEMATIAN IBUBAPA6. SURAT AKUAN BUJANG7. SIJIL CERAI (SEKIRANYA SIMATI TELAH BERACERAI)8. IC ATAU SIJI LAHIR ANAK SIMATI (SEKIRANYA SIMATI TIDAK BERKAHWIN ATAU PERNAH BERKAHWIN TETAPI MEMPUNYAI ANAK) |
|---|--|

SITUASI 5.

YANG MENINGGAL : SIMATI MEMPUNYAI WASIAT

| |
|--|
| <ol style="list-style-type: none">1. IC PEMEGANG KUASA WASIAT2. SALINAN DOKUMEN HARTA ATAU ASET YANG TERKANDUNG DI DALAM WASIAT |
|--|

SITUASI 6.

CUCU YANG MEMOHON MENJADI PENTADBIR

| |
|---|
| <ol style="list-style-type: none">1. IC PEMOHON2. IC & SIJIL LAHIR SIMATI, ANAK ATAU ADIK BERADIK SIMATI3. SURAT AKUAN ATAU SURAT KEBENARAN DARIPADA ANAK ATAU ADIK BERADIK SIMATI4. SURAT KEMATIAN ANAK ATAU ADIK BERADIK SIMATI (SEKIRANYA SIMATI TIDAK MEMPUNYAI WARIS LAGI)5. SURAT AKUAN (SATU-SATUNYA WARIS DIPERLUKAN) – ADA DI TRAY PROBATE |
|---|

ORIGINAL DAN FOTOSTAT.

1. SIJIL KEMATIAN
2. IC PEMOHON
3. IC WARIS-WARIS SIMATI (ISTERI/SUAMI/IBU/BAPA/ADIK BERADIK)
4. SIJIL LAHIR SIMATI/PEMOHON (RUJUK PADA SITUASI)
5. SIJIL KAHWIN (RUJUK PADA SITUASI)
6. SIJIL CERAI (RUJUK PADA SITUASI)
7. SALINAN ASET/HARTA SIMATI
 - GERAN TANAH/SALES & PURCHASE/TOL
 - ACCOUNT BANK/FIXED DEPOSIT/STATEMENT BANK/ATM CARD/CREDIT CARD/DEBIT CARD
 - SAHAM (ASB) – BUKU SAHAM ATAU STATEMENT
 - GREEN CARD KERETA/MOTORSIKAL (SEKIRANYA MASIH UNDER LOAN, MOHON PEMOHON MEMINTA SALINAN GREEN CARD KEPADA PIHAK BANK UNTUK MEMBUAT PROBATE)
 - BUKU LESEN SENJATA API
 - BIL-BIL – SESCO/LAKU/GAS/TELEKOM/MAJLIS BANDARAYA MIRI (BIL TAKSIRAN/ASSEMENT) /CELCOM/DIGI/MAXIS/ASTRO/ LAIN-LAIN BIL ATAS NAMA SIMATI
 - LESEN PERNIAGAAN
 - STATEMENT KWSP
 - INSURAN STATEMENT/POLICY

PERMOHONAN SIJIL ANAK ANGKAT

- Telah disahkan
Tarikh: _____ T/T: _____
- Telah diproses
Tarikh: _____ T/T: _____
- Dihubungi pada: _____



No. Pendaftaran : _____
Disemak oleh: _____
Nama: _____
Tarikh: _____

ORDINAN PENGANGKATAN [BAB. 91]

PERMOHONAN UNTUK PENDAFTARAN ANAK ANGKAT

[Seksyen 3(1)]

I acknowledge receipt
of the original copy
of this document on

4/5/20... a.m./p.m.

Kepada: Pegawai Daerah,
Daerah

BAHAGIAN A
(Untuk diisi oleh Pemohon)

1. Menurut seksyen 3(1) Ordinan Pengangkatan [Bab. 91], saya / kami dengan ini memohon untuk mendaftarkan pengangkatan kanak-kanak yang berikut:

- (i) Nama kanak-kanak : _____
- (ii) Umur : _____
- (iii) Tarikh lahir : _____
- (iv) Tempat lahir : _____
- (v) No. Sijil Kelahiran/
No. Kad Pengenalan : _____
- (vi) Nama anak angkat : _____

2. Butir-butir ibu bapa angkat / pemohon:

(a) Bapa Angkat

- (i) Nama : _____
- (ii) No. Kad Pengenalan/
No. Pasport : _____
- (iii) Umur : _____
- (iv) Tarikh lahir : _____
- (v) Tempat lahir : _____
- (vi) Bangsa : _____
- (vii) Warganegara : _____
- (viii) Agama : _____
- (ix) Alamat tempat tinggal
sekarang & No. Tel. : _____
- (x) Tempoh tinggal di Sarawak : _____
- (xi) Pekerjaan : _____
- (xii) Taraf perkahwinan : _____

(xiii) Butir-butir anak dalam tanggungan (jika ada) : _____

(b) Ibu Angkat

(i) Nama : _____

(ii) No. Kad Pengenalan/
No. Pasport : _____

(iii) Umur : _____

(iv) Tarikh lahir : _____

(v) Tempat lahir : _____

(vi) Bangsa : _____

(vii) Warganegara : _____

(viii) Agama : _____

(ix) Alamat tempat tinggal
sekarang & No. Tel. : _____

*(x) Tempoh tinggal di Sarawak : _____

(xi) Pekerjaan : _____

(xii) Taraf perkahwinan : _____

3. Alasan-alasan untuk mengambil anak angkat:

.....
.....

4. Butir-butir ibu bapa kandung atau penjaga kanak-kanak:

(a) Bapa/Penjaga *

(i) Nama : _____

(ii) No. Kad Pengenalan/
No. Pasport : _____

(iii) Umur : _____

(iv) Tarikh lahir : _____

(v) Tempat lahir : _____

(vi) Bangsa : _____

(vii) Warganegara : _____

(viii) Agama : _____

(ix) Alamat tempat tinggal sekarang & No. Tel. : _____

(x) Pekerjaan : _____

(a) Ibu

(i) Nama : _____

(ii) No. Kad Pengenalan/
No. Pasport : _____

(iii) Umur : _____

(iv) Tarikh lahir : _____

(v) Tempat lahir : _____

(vi) Bangsa : _____

(vii) Warganegara : _____

(viii) Agama : _____

(ix) Alamat tempat tinggal sekarang & No. Tel. : _____

(x) Pekerjaan : _____

5. Dokumen/maklumat yang diperlukan untuk menyokong permohonan ini:

- (a) Salinan Sijil Kelahiran kanak-kanak.
- (b) Salinan kad Pengenalan atau Pasport ibu bapa kandung dan ibu bapa angkat.
- (c) Salinan Sijil Perkahwinan ibu bapa angkat.
- (d)* Sijil/Bukti Pengangkatan mengikut Adat Resam.
- (e)* Salinan Status Warganegara/Penduduk Tetap.
- (f)* Sijil dari Suruhanjaya Tinggi/Kedutaan (untuk Pemohon yang tidak mempunyai tali perhubungan dengan Sarawak).
- (g) Lain-lain (sila nyatakan):

Tarikh:

Tandatangan/Cap Ibu jari Pemohon (-Pemohon):

Bapa Angkat:

(* Potong mana yang tidak berkenaan)

Ibu Angkat:

BAHAGIAN B
(Untuk kegunaan pejabat)

6. * Ibu bapa kandung/Penjaga dan ibu bapa angkat kanak-kanak
tersebut telah hadir di hadapan saya dan telah memberikan tanda persetujuan mereka
yang ikhlas terhadap pendaftaran pengangkatan kanak-kanak tersebut di bawah
seksyen 3(2) Ordinan Pengangkatan seperti berikut:

- (a) (i) Nama Bapa Kandung/Penjaga : _____
Tandatangan : _____
- (ii) Nama Ibu Kandung : _____
Tandatangan : _____
- (iii) Nama Saksi : _____
No. Kad Pengenalan : _____
Tandatangan : _____
- (b) (i) Nama Bapa Angkat : _____
Tandatangan : _____
- (ii) Nama Ibu Angkat : _____
Tandatangan : _____
- (iii) Nama Saksi : _____
No. Kad Pengenalan : _____
Tandatangan : _____

7. * Kehadiran / Persetujuan *ibu bapa kandung / penjaga kanak-kanak tersebut seperti
berikut telah diketepikan menurut seksyen 3(3) * dan / atau seksyen 3(4) (b) Ordinan
Pengangkatan:

- (a) Nama *Bapa/Ibu/Penjaga:
- (b) Alasan:
-

Bertarikh pada haribulan 20

Di hadapan saya,

Nota: Permohonan ini * DILULUSKAN/
TIDAK DILULUSKAN
No. Sijil Anak Angkat

.....
(Nama dan Tandatangan Pegawai Daerah)
Daerah

(* Potong mana yang tidak berkenaan)



**Senarai Semak
Bagi Proses Pendaftaran Anak Angkat
(Adoption)**

| 1. Sijil Asal : | Ada | Tiada |
|---|--------------------------|--------------------------|
| 1.1 Sijil Kelahiran Kanak-Kanak | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2 Kad Pengenalan Kanak-Kanak | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3 Kad Pengenalan Ibu/Bapa Kandung | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4 Kad Pengenalan Ibu/Bapa Angkat | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5 Sijil Nikah Ibu/Bapa Angkat/Kandung* | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6 Sijil Cerai Ibu/Bapa Kandung* | <input type="checkbox"/> | <input type="checkbox"/> |
| | | |
| 2. Salinan Fotokopi: | | |
| 2.1 Sijil Kelahiran Kanak-Kanak | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.2 Kad Pengenalan Kanak-Kanak | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.3 Kad Pengenalan Ibu/Bapa Kandung | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.4 Kad Pengenalan Ibu/Bapa Angkat | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.5 Sijil Nikah Ibu/Bapa Angkat* | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.6 Sijil Cerai Ibu/Bapa Kandung* | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.7 Kad Pengenalan Saksi | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Kehadiran Ibu/Bapa Kandung dan Ibu/Bapa Angkat | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Kehadiran Saksi (2 orang dan wajib hadir bersama) | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Surat Kebenaran Sekiranya Ibu/Bapa Angkat Bukan Penduduk Tetap Sarawak | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Surat Akuan Sumpah | <input type="checkbox"/> | <input type="checkbox"/> |

Nota : * Potong yang tidak berkenaan

SYARAT UNTUK MEMOHON SIJIL ANAK ANGKAT

1. BAYI/KANAK-KANAK MESTI WARGANEGARA MALAYSIA DAN DILAHIRKAN DI SARAWAK.
2. BAYI/KANAK-KANAK YANG DIANGKAT MESTI BERUMUR DIBAWAH 18 TAHUN.
3. IBUBAPA ANGKAT MESTI WARGANEGARA MALAYSIA.

****IBU/BAPA ANGKAT MESTI WARGANEGARA MALAYSIA SEKIRANYA PASANGAN BUKAN WARGANEGARA MALAYSIA***

****SEKIRANYA IBUBAPA ANGKAT BUKAN WARGANEGARA MALAYSIA TIDAK DIBENARKAN MEMBUAT PENGANGKATAN.***

4. IBUBAPA KANDUNG MESTI WARGANEGARA MALAYSIA DAN IBU/BAPA KANDUNG MESTI BERASAL DARI SARAWAK.

****IBU/BAPA ANGKAT MESTI WARGANEGARA MALAYSIA SEKIRANYA PASANGAN BUKAN WARGANEGARA MALAYSIA***

****SEKIRANYA IBUBAPA ANGKAT BUKAN WARGANEGARA MALAYSIA TIDAK DIBENARKAN MEMBUAT PENGANGKATAN.***

5. IBUBAPA ANGKAT ATAU IBUBAPA KANDUNG MESTI ADA ALAMAT MIRI
6. KEHADIRAN IBUBAPA ANGKAT, IBUBAPA KANDUNG & SAKSI (2 ORANG) WAJIB HADIR

****** SEKIRANYA BAYI/KANAK-KANAK BERSTATUS BUKAN WARGANEGARA/BELUM DITENTUKAN/MASALAH MENGENAI PENGANGKATAN TERSEBUT SILA BAWA PEMOHON UNTUK BERJUMPA PEGAWAI UNTUK PENJELASAN YANG LEBIH LANJUT.***

CONTOH NAMA YANG DIBOLEHKAN UNTUK PEMOHON YANG BERAGAMA ISLAM

BAGI ANAK YANG BERTARAF SAH
BAYI/KANAK-KANAK LELAKI

NAMA ASAL KANAK-KANAK: KHAIRUL BIN AZHAR

NAMA BAPA ANGGAT: ANUAR

NAMA BARU : 1. KHAIRUL BIN AZHAR
2. KHAIRUL ANUAR BIN AZHAR
3. KHAIRUL BIN AZHAR ANUAR

*NAMA ASAL BAPA KANDUNG TIDAK BOLEH DIGUGURKAN

* TANDA @ TIDAK BOLEH DIGUNAKAN - KHAIRUL BIN AZHAR @ ANUAR

BAGI ANAK YANG BERTARAF SAH
BAYI/KANAK-KANAK PEREMPUAN

NAMA ASAL KANAK-KANAK: KHADIJAH BINTI KHAIRUL

NAMA BAPA ANGGAT: ANUAR

NAMA BARU : 1. KHADIJAH BINTI KHAIRUL
2. KHADIJAH ANUAR BINTI KHAIRUL
3. KHADIJAH BINTI KHAIRUL ANUAR

*NAMA ASAL BAPA KANDUNG TIDAK BOLEH DIGUGURKAN

* TANDA @ TIDAK BOLEH DIGUNAKAN - KHADIJAH BINTI KHAIRUL @ ANUAR

BAGI ANAK YANG BERTARAF TIDAK SAH
BAYI/KANAK-KANAK PEREMPUAN

NAMA ASAL KANAK-KANAK: KHADIJAH BINTI ABDULLAH

NAMA BAPA ANGGAT: ANUAR

NAMA BARU : 1. KHADIJAH BINTI ABDULLAH
2. KHADIJAH ANUAR BINTI ABDULLAH
3. KHADIJAH BINTI ABDULLAH ANUAR

*NAMA ABDULLAH TIDAK BOLEH DIGUGURKAN

* TANDA @ TIDAK BOLEH DIGUNAKAN - KHADIJAH BINTI ABDULLAH @ ANUAR

***** SEKIRANYA PEMOHON RAGU-RAGU TENTANG NAMA BARU
BAYI/KANAK- KANAK, BAWA PEMOHON BERJUMPA DENGAN
PEGAWAI PEJABAT ATAUPUN MERUJUK DAN MEMINTA
NASIHAT DENGAN JABATAN AGAMA ISLAM MIRI (JAIS MIRI)**

SYARAT UNTUK MEMOHON SIJIL ANAK ANGKAT

1. BAYI/KANAK-KANAK MESTI WARGANEGARA MALAYSIA DAN DILAHIRKAN DI SARAWAK.
2. BAYI/KANAK-KANAK YANG DIANGKAT MESTI BERUMUR DIBAWAH 18 TAHUN.
3. IBUBAPA ANGKAT MESTI WARGANEGARA MALAYSIA.

****IBU/BAPA ANGKAT MESTI WARGANEGARA MALAYSIA SEKIRANYA PASANGAN BUKAN WARGANEGARA MALAYSIA***

****SEKIRANYA IBUBAPA ANGKAT BUKAN WARGANEGARA MALAYSIA TIDAK DIBENARKAN MEMBUAT PENGANGKATAN.***

4. IBUBAPA KANDUNG MESTI WARGANEGARA MALAYSIA DAN IBU/BAPA KANDUNG MESTI BERASAL DARI SARAWAK.

****IBU/BAPA ANGKAT MESTI WARGANEGARA MALAYSIA SEKIRANYA PASANGAN BUKAN WARGANEGARA MALAYSIA***

****SEKIRANYA IBUBAPA ANGKAT BUKAN WARGANEGARA MALAYSIA TIDAK DIBENARKAN MEMBUAT PENGANGKATAN.***

5. IBUBAPA ANGKAT ATAU IBUBAPA KANDUNG MESTI ADA ALAMAT MIRI
6. KEHADIRAN IBUBAPA ANGKAT, IBUBAPA KANDUNG & SAKSI (2 ORANG) WAJIB HADIR

****** SEKIRANYA BAYI/KANAK-KANAK BERSTATUS BUKAN WARGANEGARA/BELUM DITENTUKAN/MASALAH MENGENAI PENGANGKATAN TERSEBUT SILA BAWA PEMOHON UNTUK BERJUMPA PEGAWAI UNTUK PENJELASAN YANG LEBIH LANJUT.***

CONTOH NAMA YANG DIBOLEHKAN UNTUK PEMOHON YANG BERAGAMA ISLAM

BAGI ANAK YANG BERTARAF SAH
BAYI/KANAK-KANAK LELAKI

NAMA ASAL KANAK-KANAK: KHAIRUL BIN AZHAR

NAMA BAPA ANGKAT: ANUAR

NAMA BARU : 1. KHAIRUL BIN AZHAR
2. KHAIRUL ANUAR BIN AZHAR
3. KHAIRUL BIN AZHAR ANUAR

*NAMA ASAL BAPA KANDUNG TIDAK BOLEH DIGUGURKAN
* TANDA @ TIDAK BOLEH DIGUNAKAN - KHAIRUL BIN AZHAR @ ANUAR

BAGI ANAK YANG BERTARAF SAH
BAYI/KANAK-KANAK PEREMPUAN

NAMA ASAL KANAK-KANAK: KHADIJAH BINTI KHAIRUL

NAMA BAPA ANGKAT: ANUAR

NAMA BARU : 1. KHADIJAH BINTI KHAIRUL
2. KHADIJAH ANUAR BINTI KHAIRUL
3. KHADIJAH BINTI KHAIRUL ANUAR

*NAMA ASAL BAPA KANDUNG TIDAK BOLEH DIGUGURKAN
* TANDA @ TIDAK BOLEH DIGUNAKAN - KHADIJAH BINTI KHAIRUL @ ANUAR

BAGI ANAK YANG BERTARAF TIDAK SAH
BAYI/KANAK-KANAK PEREMPUAN

NAMA ASAL KANAK-KANAK: KHADIJAH BINTI ABDULLAH

NAMA BAPA ANGKAT: ANUAR

NAMA BARU : 1. KHADIJAH BINTI ABDULLAH
2. KHADIJAH ANUAR BINTI ABDULLAH
3. KHADIJAH BINTI ABDULLAH ANUAR

*NAMA ABDULLAH TIDAK BOLEH DIGUGURKAN
* TANDA @ TIDAK BOLEH DIGUNAKAN - KHADIJAH BINTI ABDULLAH @ ANUAR

***** SEKIRANYA PEMOHON RAGU-RAGU TENTANG NAMA BARU
BAYI/KANAK- KANAK, BAWA PEMOHON BERJUMPA DENGAN
PEGAWAI PEJABAT ATAUPUN MERUJUK DAN MEMINTA
NASIHAT DENGAN JABATAN AGAMA ISLAM MIRI (JAIS MIRI)**

BUKLAZAM PERKONGSIAN PERMIAAGAN
(The Business Names Ordinance Registration Form)

1. Nama Pendaftaran
 2. Bilangan Pendaftaran
 3. Nama Pemilik Firma
 4. Bilangan Pemilik Firma

5. Nama firma (jika lebih daripada satu, semua nama tersebut hendaklah dinyatakan juga)
 6. Nama firma (jika lebih daripada satu, semua nama tersebut hendaklah dinyatakan juga)
 7. Nama firma (jika lebih daripada satu, semua nama tersebut hendaklah dinyatakan juga)
 8. Nama firma (jika lebih daripada satu, semua nama tersebut hendaklah dinyatakan juga)
 9. Nama firma (jika lebih daripada satu, semua nama tersebut hendaklah dinyatakan juga)
 10. Nama firma (jika lebih daripada satu, semua nama tersebut hendaklah dinyatakan juga)

11. Nama firma (jika lebih daripada satu, semua nama tersebut hendaklah dinyatakan juga)
 12. Nama firma (jika lebih daripada satu, semua nama tersebut hendaklah dinyatakan juga)
 13. Nama firma (jika lebih daripada satu, semua nama tersebut hendaklah dinyatakan juga)
 14. Nama firma (jika lebih daripada satu, semua nama tersebut hendaklah dinyatakan juga)

15. Nama firma (jika lebih daripada satu, semua nama tersebut hendaklah dinyatakan juga)
 16. Nama firma (jika lebih daripada satu, semua nama tersebut hendaklah dinyatakan juga)
 17. Nama firma (jika lebih daripada satu, semua nama tersebut hendaklah dinyatakan juga)
 18. Nama firma (jika lebih daripada satu, semua nama tersebut hendaklah dinyatakan juga)

19. Nama firma (jika lebih daripada satu, semua nama tersebut hendaklah dinyatakan juga)
 20. Nama firma (jika lebih daripada satu, semua nama tersebut hendaklah dinyatakan juga)
 21. Nama firma (jika lebih daripada satu, semua nama tersebut hendaklah dinyatakan juga)
 22. Nama firma (jika lebih daripada satu, semua nama tersebut hendaklah dinyatakan juga)

23. Nama firma (jika lebih daripada satu, semua nama tersebut hendaklah dinyatakan juga)
 24. Nama firma (jika lebih daripada satu, semua nama tersebut hendaklah dinyatakan juga)
 25. Nama firma (jika lebih daripada satu, semua nama tersebut hendaklah dinyatakan juga)
 26. Nama firma (jika lebih daripada satu, semua nama tersebut hendaklah dinyatakan juga)

(h) Contoh kesemua cap yang akan digunakan dalam perniagaan ini.

Saya/Kami yang bertandatangan di bawah, sebagai pemilik/rakan perkongsian firma yang tersebut di atas, dengan ini memohon untuk didaftarkan mengikut kehendak-kehendak Ordinan yang tersebut di atas dan saya/kami dengan ini mengesahkan bahawa kesemua maklumat yang diberikan di atas adalah benar dan tepat.

(i) (vii)
 (ii) (viii)
 (iii) (ix)
 (iv) (x)

Tandatangan

Tempat

Tarikh

Tempoh perkongsian (jika ditetapkan)

UNTUK KEGUNAAN PEJABAT SAHAJA

| | | |
|--|---|--|
| <p>Peringatan: Sebarang butir lanjut mengenai pemilik atau rakan perkongsian yang perlu diberitahu kepada Pendaftar dicatatkan di dalam ruangan ini.</p> | <p align="center">PINDAHMILIK SYER</p> <p>Peringatan: Sebarang butir mengenai sebarang pindahmilik atau penyerahan syer seseorang pemilik dicatatkan di dalam ruangan ini.</p> | <p>Tarikh mengemukakan kepada Pendaftar persetujuan kesemua rakan perkongsi:</p> |
| | | |

*Sesuat pindaahmilik atau mulai janji syer rakan perkongsian hendaklah disertai dengan persetujuan bertulis dari semua rakan perkongsian yang lain sebelum ia boleh dicatatkan di dalam Daftar ini sebab segala urusiaga sedemikian tidak sah di bawah Seksyen 26 Akta Perkongsian 1961 (Pindaahan 1974) Kecuali persetujuan telah diberi.

Sila kepilkan bersama:

Please submit together with:

1. Salinan Kad Pengenalan (untuk setiap pemegang syer).

A copy of Identity Card (each and every partner).

2. Salinan Surat Perjanjian Sewa/Beli antara Pemilik Penyewa.

A copy of Tenancy Agreement/Sale and Purchase between Landlord and Tenant.

ATAU/OR

Surat Kebenaran daripada Pemilik Bangunan / Pemilik Tanah.

A Letter of Consent from the Landlord / Land-Owner.

3. Salinan Geran Tanah atau Ekstrak Geran daripada Pejabat Tanah dan Survei.

A copy of Land Title or Extract of Title from Land and Survey Department.

4. Cop Syarikat yang bakal didaftarkan.

A Rubber-Stamp for the Company to be registered

***Pastikan Nama Perniagaan disemak dahulu sebelum Cop dibuat.**

Check Company Name before doing a Rubber-Stamp

PENDAFTARAN NAMA-NAMA PERNIAGAAN

KAWASAN / DAERAH : BULAN :

1. NAMA PERNIAGAAN :

2. ALAMAT POS :

3. ALAMAT TEMPAT PERNIAGAAN :

4. NO. TEL. PEMILIK PERNIAGAAN :

5. JENIS PERNIAGAAN :

6. NO. SIJIL PERNIAGAAN :

7. TARIKH PENDAFTARAN :

8. JIKA TEMPAT PERNIAGAAN BUKAN MILIK PENIAGA / PERNIAGAAN, NYATAKAN :

I) NAMA DAN NO. K/P (BARU & LAMA) TUAN PUNYA BANGUNAN :

.....

II) TELEFON TUAN PUNYA BANGUNAN :

III) ALAMAT TUAN PUNYA BANGUNAN :

.....

IV) TARIKH MULA SEWA :

V) JUMLAH SEWA BULANAN :

VI) TEMPOH SEWAAAN :

9. BUTIR-BUTIR TUAN PUNYA PERNIAGAAN / RAKAN KONGSI :

NAMA & NO. K/P (BARU /
LAMA)

JIKA PEREMPUAN YANG
BERSUAMI, NYATAKAN
NAMA SUAMI &
NO. K/P (BARU/LAMA)

NO. RUJ. CUKAI
PENDAPATAN

KADAR
PEMBAHAGIAN
UNTUNG / RUGI

ALAMAT
KEDIAMAN
DAN NO.
TELEFON
BIMBIT /
RUMAH

.....

.....

.....

.....

.....

.....
TANDATANGAN DAN COP PERNIAGAAN

FORM II
AKTA SENJATA 1960-Seksyen II (4)
LESEN MEMBELI ATAU MEMPEROLEHI ATAU MENUKAR SENJATA DAN PELURU

A) NAMA PENUH : _____

NO. KAD PENGENALAN : _____

ALAMAT : _____

B) Bahawasanya diberi lesen membeli senjata-senjata dan peluru, nombor senjata dan jenis-jenisnya, memperoleh atau menukar nama.
Banyaknya peluru dan jenisnya adalah ditentukan di bawah ini di dalam tempoh sebulan daripada tarikh lesen ini.

C) Senjata : SBBL 12 BORE SHOTGUN

Jenisnya : _____

Bangsa nombor senjata : _____

Dari siapa hendak dibeli, diperolehi atau ditukar nama TIADA

D) Peluru - TIADA

Jenisnya - TIADA

Bangsa - TIADA

Banyak (.....SAHAJA)

Dari siapa hendak dibeli, diperolehi atau ditukar nama.

Bayaran RM2.00 telah diterima.

Tarikh :

RESIT NO. :



Tandatangan Pegawai Lesen dan Cop Pejabatnya

Lesen ini hendaklah dikembalikan kepada Pegawai Lesen dalam tempoh sebulan dari tarikh dibeli senjata dan/atau peluru, setelah tarikh diserahkan senapang dan/atau peluru yang dibeli atau ditukarkan nama itu disahkan di dalam lesen.

FORM II
AKTA SENJATA 1960-Seksyen II (4)
LESEN MEMBELI ATAU MEMPEROLEHI ATAU MENUKAR SENJATA DAN PELURU

(A) NAMA PENUH : _____

NO. KAD PENGENALAN. : _____

ALAMAT : _____

(B) Bahasanya diberi lesen membeli senjata-senjata dan peluru , nombor senjata dan jenis-jenisnya, Memperolehi atau menukar nama
Banyaknya peluru dan jenisnya adalah ditentukan di bawah ini didalam tempoh sebulan daripada tarikh lesen ini.

(C) Senjata : SBBL 12 BORE SHOTGUN

Jenisnya : _____

Bangsa : _____

Nama Pembuat dan nombor senjata : _____

Dari siapa hendak dibeli, diperolehi atau ditukar nama TIADA

(D) Peluru - TIADA

Jenisnya - TIADA

Bangsa - TIADA

Banyak (..... SAHAJA)

Dari siapa hendak dibeli, diperolehi atau ditukar nama.

Bayaran RM2.00 telah diterima

Tarikh :

RESIT NO :



Tandatangan Pegawai Lesen dan Cop Pejabatnya

Untuk disimpan oleh penjual senjata Yang menukar peluru

| |
|----------------|
| Permit Peluru: |
| Yuran Tahunan: |

FORM II
 AKTA SENJATA 1960-Seksyen II (4)
 LESEN MEMBELI ATAU MEMPEROLEHI ATAU MENUKAR SENJATA DAN PELURU

A) NAMA PENUH : _____

 NO. KAD PENGENALAN : _____

 ALAMAT : _____

B) Bahawasanya diberi lesen membeli senjata-senjata dan peluru, nombor senjata dan jenis-jenisnya, memperoleh atau menukar nama.
 Banyaknya peluru dan jenisnya adalah ditentukan di bawah ini di dalam tempoh sebulan daripada tarikh lesen ini.

C) Senjata : SBBL 12 BORE SHOTGUN
 Jenisnya : _____
 Bangsa nombor senjata : _____

Dari siapa hendak dibeli, diperolehi atau ditukar nama TIADA

D) Peluru - TIADA
 Jenisnya - TIADA
 Bangsa - TIADA
 Banyak (.....SAHAJA)

Dari siapa hendak dibeli, diperolehi atau ditukar nama.

Bayaran RM2.00 telah diterima.

Tarikh :

RESIT NO. :



 Tandatangan Pegawai Lesen dan Cop Pejabatnya

Lesen ini hendaklah dikembalikan kepada Pegawai Lesen dalam tempoh sebulan dari tarikh dibeli senjata dan/atau peluru, setelah tarikh diserahkan senapang dan/atau peluru yang dibeli atau ditukarkan nama itu disahkan di dalam lesen.

PEJABAT DAERAH MIRI
98000 MIRI

PERMOHONAN PINDAH MILIK LESEN SENAPANG PATAH

NO.PERMOHONAN : _____

NAMA PEMOHON : _____

JENIS PERMOHONAN: _____

| DOKUMEN YANG PERLU DISERTAKAN BERSAMA BORANG |
|--|
| 1.Gambar 2 keping ukuran passport (pemohon) |
| 2.Salinan Kad Pengenalan Pemohon |
| 3.Salinan Sijil Lahir Pemohon/ Surat Akuan(jika tiada sijil lahir) |
| 4.Salinan Lesen Senapang Patah |
| 5.Salinan LA/Probet |
| 6.Surat Persetujuan Pemegang Probet Kepada Pemohon |
| 7.Salinan Geran Tanah(Untuk Pertanian) / Surat Akuan NCR |

JADUAL
(Peraturan 3 dan 4)

BORANG 1
Akta Senjata 1960 - Seksyen 4 (1) Arm Act, 1960 - Section 4 (1)
Permintaan Membeli / Menukar Nama / Membawa Masuk / Membawa Keluar
/Menggunakan Senjata dan Peluru

Bahagian "A" (Keterangan Diri)

- 1 Nama Penuh : _____ 2 Umur : _____
3 Jantina : Lelaki / Perempuan 4 No Kad pengenalan: _____
5 Warna KPT : _____ 6 Pekerjaan : _____
7 Alamat : _____

- 8 Adakah tuan mahir menggunakan jenis senjata - senjata api yang diminta itu ? _____

Bahagian "B" (Keterangan Senjata)

- 1 Jenis : SBBL Shotgun/DBBL Shotgun 2 Kaliber dan Panjang Laras : 12 Bore 36"/34"/32"/30"/28"
3 Nama Pembuat dan Nombor Senjata : _____
4 Tujuan
(a) Untuk Pertanian (Untuk Mencegah musuh tanaman)
Nombor Geran : _____ Luas tanah : _____ Jenis Tanaman : _____
(b) Untuk Sukan :
Jenis Sukan (misalnya berlatih sasaran dan lain lain) _____
Adakah tuan ahli Kelab Menembak ? (Keterangannya) _____
(c) Untuk memburu :
Jenis ; misalnya binatang buas dan / atau rusa atau burung - burung _____
Sebutkan keterangan Lesen memburu jika ada ; _____
(d) Untuk menjaga diri / harta - Beri sebab - sebab mengapa mustahaknya memiliki senapang

(e) Lain lain sebab _____
- 5 Dari siapa hendak dibeli / diperolehi _____
6 Berkenaan dengan lesen membawa keluar / membawa masuk
(i) Ke negeri mana senapang / peluru hendak di bawa keluar _____
(ii) Dari negeri mana senapang / peluru hendak dibawa masuk _____
(iii) Di pelabuhan / di perhentian Kapal terbang / Di sempadan mana Senjata hendak di bawa masuk / di bawa keluar
7 Lain - lain senjatapi yang kamu miliki - Beri keterangan , misalnya dan sebagainya dan butir - butir lesen

Bahagian C (Keterangan Peluru)

- 1 Jenis Peluru yang dihendaki _____ 2 Bangsa peluru yang dikehendaki _____
3 Banyaknya _____
4 Tarikh yang akhir sekali tuan membeli dan berapa banyaknya di beli , jika ada _____

Bahagian D (Pengakuan)

Bahawa sesungguhnya saya mengaku sepanjang pengetahuan dan pendapat saya keterangan keterangan yang
diberi diatas ini adalah benar.

Tarikh : _____

Tandatangan Peminta

1. FOR LAND OFFICE USE(TITLED LANDS ONLY)

Ownership of the land declared above has been checked. The total average is _____

.....
Signature
Name :
Designation :

2. FOR POLICE USE

Remarks

Recommended / Not Recommended. (delete as necessary)

.....
Signature
Name :
Rank / Designation :

3.FOR DISTRICT OFFICER/RESIDENT USE

*Remarks of District Officer and Resident in case of applications for pistols, rifles, automatic
shotgun or other applications which require the State Secretary's approval.*

.....
Signature
Name :
Designation : District Officer Miri

4 DISTRICT OFFICER MIRI / MARUDI

I approve / do not approve this application.

Place : _____

Permit to purchase arms/ammunitions No. _____ Issued.

Date :

.....
Resident / State Secretary

BORANG PEMERIKSAAN KESIHATAN FIZIKAL PEMOHON

Kepada,
Pengarah Hospital / Pegawai Perubatan Miri/Marudi
atau Pembantu Perubatan , Klinik Kesihatan di daerah Kecil

Sila periksa penama di bawah:

Nama Pemohon: _____ No.KP(baru): _____

No.KP(lama): _____ Alamat: _____

_____ untuk tujuan permohonan pindah hakmilik senapang.

Nama :

Jawatan : PEGAWAI DAERAH MIRI / MARUDI atau
PEGAWAI TADBIR / PEN.PEG.TADBIR

Tarikh :

Kepada,

PEGAWAI DAERAH MIRI / MARUDI atau
PEGAWAI TADBIR / PEN.PEG.TADBIR

Saya telah memeriksa :

Nama Pemohon : _____

No Kp (baru) : _____ No KP (lama) _____

Alamat : _____

dan mendapati dia sesuai (fit) / Tidak sesuai (unfit) untuk memiliki, menggunakan atau membawa senapang patah.

| | |
|------------------|---------------------------|
| Eye sight | - Good/Bad |
| Hearing | - Good / Bad |
| Use of Limbs | - Unrestricted/restricted |
| Fainting attacks | - No/Yes |
| Epilepsy | - No/Yes |

(tanda tangan)

Nama :

Jawatan : PENGARAH HOSPITAL / PEGAWAI
PERUBATAN MIRI / MARUDI atau
PEMB. PERUBATAN di Klinik Kesihatan

Tarikh :

Eye sight : Visual acuity 6/12 or worse , the applicant is advised to have glasses. No glasses will disqualify the applicant.

Use of limbs : "Restricted " would mean the applicant has deformity, athritis, etc. interfering with the normal use of hands or legs as the case may be thereby rendering him / her unfit to use a shotgun.

MENGAMBIL CAP JARI DAN MEMERIKSA SENJATA API

Ketua Polis Daerah Miri,

Sukacita jika pihak tuan dapat mengambil cap jari (Memo Rasmi 35/43/3/C7 bertarikh 5.10.1976) dan memeriksa senjata api (Surat Pekeliling 42/94 bil. PKM/429/5 bertarikh 5.8.1994) untuk tujuan pertukaran hakmilik.

Pegawai Daerah, Miri

Lampiran C1

SIJIL PENGESAHAN PEMERIKSAAN SENAPANG PATAH

*(Permohonan untuk menukar Hakmilik Senapang Patah Melalui Probet / Semasa Hayat Pemilik /
Daripada Bapa kepada Anak atau saudara terdekat/Membawa dan menggunakan Senapang Patah)
(Surat Pekeliling Bil. 42/94 Ruj : PKM/429/5 bth 5.8.1994)*

**SIJIL PENGESAHAN PEMERIKSAAN SENAPANG DAN
KESESUAIAN PENGGUNA SENAPANG OLEH POLIS**

Saya mengesahkan bahawa saya telah memeriksa senapang patah yang mempunyai nombor siri
_____ di bawah Lesen No. _____

Dalam keadaan BAIK DAN MASIH BOLEH DIGUNAKAN/TIDAK BOLEH DIGUNAKAN*.

Adalah disahkan bahawa _____ (nama pemohon)
sesuai menggunakan senapang patah dari segi keselamatan.

Nama:

Jawatan : Ketua Polis Daerah Miri / Marudi
Ketua Polis Balai _____

Tarikh :

Lampiran C2

SIJIL PENGESAHAN PEMERIKSAAN SENAPANG DAN KESESUAIAN PENGGUNA OLEH
PEGAWAI DAERAH

Saya mengesahkan bahawa saya telah memeriksa senapang patah yang mempunyai nombor siri
_____ dibawah Lesen No: _____

Dalam keadaan BAIK DAN MASIH BOLEH DIGUNAKAN/TIDAK BAIK DAN TIDAK BOLEH
DIGUNAKAN*.

Nama :

Jawatan : PEGAWAI DAERAH MIRI / MARUDI
PEG. TADBIR / PEN/PEG.TADBIR

Tarikh :

SURAT PERSETUJUAN PEMILIK SENAPANG PATAH
(Permohonan Pindahmilik Semasa Hayat)

Saya _____
pemegang Kad Pengenalan No. _____ (lama) _____
beralamat di _____

Bahawasanya dengan ini memberi persetujuan/kebenaran supaya senapang patah kepunyaan saya jenis
Senapang Patah SBBL 12 Bore/DBBL 12 Bore* _____ (nama pembuat)

Yang didaftar di bawah Lesen No. _____ (Miri/Marudi) ditukar/pindah hakmilik
Kepada pemegang kad pengenalan no: _____ (baru) _____ (lama)
beralamat di _____

Persetujuan/kebenaran ini diberi atas sebab-sebab berikut:

- (1) Umur saya sudah mencapai 65 tahun;
- (2) Kesihatan saya kurang baik;

Disempurnakan Oleh,

(tandatangan)
Nama Pemilik Senapang:
Tarikh:

Dihadapan,

(tandatangan)
Nama Saksi:
Jawatan:
Tarikh:

Nota: Saksi hendaklah terdiri daripada Ketua Masyarakat, Pegawai Kumpulan A, Ahli DUN/Dewan Rakyat, Pegawai Bank.

PENGESAHAN PEMILIKAN TANAH UNTUK TUJUAN PERTANIAN

(Certification of ownwrrship of land for Agriculture purposes)

Dengan ini adalah disahkan bahawa Encik/Puan _____

No.KPT/KP _____ (baru) _____ (lama)

yang beralamat di _____

mempunyai sebidang/bidang-bidang tanah untuk tujuan pertanian di _____

(lokality) dalam Daerah/Daerah Kecil _____

Yang mempunyai keluasan/jumlah keluasan _____

(ha/ekar) ditanam dengan _____

(jenis tanam-tanaman)

Tandatangan Ketua Kaum

Nama: _____

Tarikh: _____

Catatan: Borang ini digunakan hanya untuk tujuan Permohonan Pindah HakMilik Senapang Patah

PENGESAHAN TANAH HAK ADAT BUMIPUTERA (NCR)

Dengan ini adalah bahawa Encik/Puan _____

No.KPT/KP _____ (baru) _____ (lama)

Yang beralamat di _____

_____ mempunyai sebidang/bidang-

bidang tanah Hak Adat Bumiputera(NCR) di _____

_____ (lokalti)

Dalam Daerah/ Daerah Kecil _____

Yang mempunyai keluasan/jumlah keluasan _____

(ha/ekar) ditanam dengan _____

(jenis tanam-tanaman)

Saya juga mengesahkan bahawa beliau adalah bekerja sebagai petani/bukan seorang petani
(potong yang tidak berkenaan)

TT Ketua Kaum

Nama :

Tarikh :

Disahkan oleh :

TT Ketua Masyarakat

Nama :

Tarikh :

Disaksikan Oleh

Tandatangan Pegawai Daerah / PT/PPT

Nama: _____

Tarikh :



PEJABAT DAERAH MIRI
 JALAN KINGSWAY
 98000 MIRI
 SARAWAK

Telefon Am : 085-411841
 Faks : 085-422146



Certified to MS ISO 9001:2008
 Cert. No. : AR: 4860

Ruj. Tuan :
 Ruj. Kami : PDM/

Tarikh:
 Tarikh:

Kepada Sesiapa Yang Berkenaan

Tuan/Puan,

PENGESAHAN WARIS KEPADA PENERIMA BR1M

NAMA:

NO. KP:

Dengan segala hormatnya saya merujuk kepada perkara tersebut di atas.

2. Untuk makluman pihak tuan, penerima seperti nama di atas tidak dapat hadir untuk menuntut BR1M atas sebab seperti berikut:

| Sebab Ketidakhadiran : (Tandakan / pada yang berkaitan) | |
|---|-------------------------|
| Berada diluar kawasan Miri | Berada di Luar Malaysia |
| Bertugas diluar kawasan Miri | Sakit |
| Meninggal Dunia | Lain-lain (Jika ada): |
| Berada di dalam Penjara | |

... 3. Sehubungan itu, waris beliau _____ bernombor Kad Pengenalan _____ adalah Suami/Isteri/Ibu/Bapa/Anak/ Waris yang sah dan layak untuk menuntut BR1M kepada penerima. Bersama ini disertakan dokumen sokongan yang diperlukan seperti berikut:

| | | |
|-----|--|--|
| 3.1 | Salinan Kad Pengenalan Penerima dan Waris; | |
| 3.2 | Surat Kelulusan dan Baucar BR1M; | |
| 3.3 | Salinan Surat Pengesahan Pertalian (Sijil Lahir/Sijil Nikah) ; serta | |
| 3.4 | Sijil Kematian (Jika Penerima BR1M telah meninggal dunia) | |
| 3.5 | Surat Pengesahan daripada Penjara/ ADDK | |
| 3.6 | Surat Akuan/Surat Sokongan | |

4. Kerjasama daripada pihak tuan/puan adalah amat dihargai bagi membantu mereka yang memerlukan bantuan ini.

Sekian, terima kasih.

“BERSATU BERUSAHA BERBAKTI”
“AN HONOUR TO SERVE”

Yang benar,



Pem. Pegawai Daerah
 Miri

12. Nyatakan sebab tidak berminat menyertai program

| Tandakan (/) | Sebab | Catatan |
|--------------|--|---------|
| | Logistik (cth: jarak/kenderaan) | |
| | Kesihatan (cth: sakit kronik) | |
| | Sikap (tiada inisiatif untuk berusaha) | |
| | Jatidiri (cth: kurang yakin) | |

D. JENIS BANTUAN KERAJAAN YANG PERNAH DITERIMA

13.

| Jabatan | Nama Bantuan | Jumlah Bantuan | Tarikh Terima |
|---------|--------------|----------------|---------------|
| i. | | | |
| ii. | | | |
| iii. | | | |
| iv. | | | |

E. MAKLUMAT TAMBAHAN (sila buat lampiran tambahan jika tidak mencukupi)

PENGESAHAN

Saya mengesahkan bahawa maklumat tersebut diatas adalah benar.

.....
Tandatangan Penemuduga

.....
Tandatangan Pemohon

Tarikh:

Tarikh:

Unit DMO NKRA Low Income Household
Kementerian Pembangunan Wanita, Keluarga
Dan Masyarakat
Aras G, Blok E
Kompleks Pejabat Kerajaan Bukit Perdana
Jalan Dato' Onn
50515 Kuala Lumpur
Tel: 03-2693 0095
Faks: 03-2691 2535

BORANG PENDAFTARAN eKASIH

Isi butiran anda untuk diproses oleh Unit Penyelarasan Pelaksanaan, Jabatan Perdana Menteri.

Nama Ketua Isi Rumah (KIR)* : _____

No. KP Baru/No. KP Lama : _____

No. Passport/No. Surat Beranak KIR* : _____

Jumlah Pendapatan Tahunan* : _____

(di Rumah) (RM) : _____

Jumlah Anggota Isi Rumah : _____

Alamat Lengkap* : _____

Poskod* : _____

Negari* : _____

Daerah Pentadbiran : _____

Mukim (untuk Semenanjung Malaysia sahaja) : _____

No. Telefon yang boleh dihubungi* : _____

Ruang untuk diisi oleh Pemanca/Penghulu/Ketua Kampung

Nama Pelapor : _____

COP KM/KK

Alamat Pelapor : _____

Tandatangan Pelapor : _____

No. Telefon Pelapor : _____

Butiran bertanda * adalah WAJIB diisi

Pengakuan

Saya mengaku semua maklumat dalam borang ini adalah benar dan diberikan secara sukarela. Saya bersetuju untuk membenarkan semua maklumat yang terkandung di dalam borang ini digunakan bagi apa sahaja tujuan rasmi kerajaan dan kerajaan berhak untuk menzahirkan maklumat tersebut kepada mana-mana pihak ketiga.

Makluman

Pendaftaran ini adalah pendaftaran awalan sebelum banciaan. Sekiranya proses semakan mendapati pemohon layak untuk banciaan, proses banciaan akan dilaksanakan untuk menentukan status kemiskinan. Sebarang penyaluran bantuan kepada pemohon hanya tertakluk kepada pertimbangan agensi dan jabatan sekiranya menepati garis panduan dan kelayakan program/bantuan.

Tandatangan : _____

Tarikh: _____

**Satu salinan Kad Pengenalan KIR perlu disertakan bersama