



UNIVERSITI TEKNOLOGI MARA SARAWAK  
FACULTY OF ADMINISTRATIVE SCIENCE & POLICY STUDIES  
BACHELOR OF ADMINISTRATIVE SCIENCE (HONOURS)

PRACTICAL TRAINING REPORT (ADS 667)

SAMARAHAN DISTRICT OFFICE

PREPARED BY:

NURUL HAZWANI BINTI MALUDIN

2013324877

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## DECLARATION

I hereby declare that I have attended the practical training at Samarahan District Office for eight weeks started from 20<sup>th</sup> July 2015 until 15<sup>th</sup> September 2015. I have been introduced to Pn. Siti Rohaya Binti Wahet, Sarawak Administrative Officer (SAO) as my host supervisor that in charge on the practical training student at Samarahan District Office.

I also declare that I have been treated well and exposed to the real situation on how to deal with public and solved the public issues or problems.

If later I was found to have committed an discipline or acts of unethical and work dishonesty, actions can be taken in accordance with UiTM's Academic Regulations and Samarahan District Office's Regulation then.

Signed.

.....

(NURUL HAZWANI BINTI MALUDIN)

## ACKNOWLEDGEMENT

From the depth of my heart, I express my deep sincere gratitude to the Almighty for the Blessings He had given upon me to complete this subject. Without His blessing, I will not be able to do my practical training for eight weeks started from 20<sup>th</sup> July 2015 until 15<sup>th</sup> September 2015.

I am also deeply grateful to District Officer (DO) of Samarahan District Office, Tn. Mohd Ainnie bin Hj Wahab for his permission and pleased to accept my application to do my practical training there. Without his pleasure I will not have the opportunity to gain experiences and knowledge in dealing with public matters.

I am in deeply thankful to Pn. Siti Rohaya binti Wahet as my host supervisor at Samarahan District Office for her guidance, patience and support given to me during my practical training even though it just take only a short period which is eight weeks. I also would like to thank all the staffs at Samarahan District Office for their kindness, guidance and treat me well and I feel like part of their families.

Lastly, i also would like to thank Miss Noni Harianti binti Junaidi, my supervisor at UiTM for her guidance, patience and support given to me until this report is finished. I consider myself very fortune for being able to work and supervised under her with a considerate and supportive supervisor. A million thanks once again for this wonderful written a practical training report moment.

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## CHAPTER 1

### INTRODUCTION OF THE ORGANIZATION

#### 1.1 Introduction

This chapter focuses on the introduction of the organization, which is Samarahan District Office. Section 1.2 discuss about the background and the establishment of the organization. Meanwhile, Section 1.3 states on the Client Charter and Section 1.4 explains on the Vision & Mission of the organization. On the other hand, Section 1.5 is on the organization structure and Section 1.6 explains on the functions and roles carry out by Samarahan District Office. Section 1.7 is about the core business / core administration and Section 1.8 discuss on the another services provided by the organization. Lastly, Section 1.9 is on the conclusion for the whole contents of this chapter.

#### 1.2 Organization Background

Samarahan district was formerly known as Muara Tuang. The origins of the name Muara Tuang is based on the location of the village between two rivers namely Sungai Samarahan and Sungai Tuang. It was began as a sub-district under the district administration of Kuching, Samarahan district then known as Daerah Kecil Muara Tuang, which was administered by a Native Officer (Sarawak Administrative Officer). Muara Tuang District office is the administrative centre of the earliest in Samarahan and was

built in 1933. As a small town, the absence of good road infrastructure and using the river as a main route put Daerah Kecil Muara Tuang in poor condition. The merger of this sub-district with Nonok sub-district has opened a new chapter for the government to develop the area under their jurisdiction.

On 19<sup>th</sup> August 1983, Daerah Kecil Muara Tuang was upgraded to the new district known as Samarahan District. Samarahan District Office was chaired by the District Officer which responsible for administering this district that have 407.08 sq kilometers with total population of 58,800 people (Population Estimates 2009, Sarawak Yearbook of Statistics 2009 as stated in Official Website of Samarahan District Office, 2015).

Its location is strategic with just 32 km from Kuching and its role as Headquarters Samarahan Division at the time, has led to various form of development in Samarahan division today.

### 1.3 Client Charter

Samarahan district administration promised customers transparent, effective and efficient as enshrined in the Client Charter are as follows:

- i. Applications Letters of Administration (LA) Wills or Probate approved within (10) working days
- ii. License Ownership Transfer application Short gun through complete probate is received by the District Office will be processed within ten (10) working days
- iii. Buying Shot Gun Bullet Permit will be completed immediately
- iv. Term arrangements for the Business Names are as follows, the first is Registration of Business Names (New) - to be completed within five (5) working days, second, Extract Production Business Names - will be completed immediately and third, the details of the amendment and cancellation of Business Names to be completed within one (1) working day
- v. Adoption Certificate applications received will be completed within five (5) working days
- vi. Small Rural Development Projects (MRP) completed in accordance with financial regulations in the current year
- vii. Event Management managed according to plan set by the organizing committee
- viii. Payment receipt will be issued immediately for all charges resulting from the public

- ix. The processing of the matters stated above is subject to the full application form, comply with regulations and the officer in charge was in office

#### 1.4 Vision & Mission

The vision for this organization is *"PENERAJU JENTERA PENTADBIRAN DAN PEMBANGUNAN YANG UNGGUL"*

Samarahan District Office mission is to "Strengthen Reliability and Service Delivery System Development Administration". In order to achieve this mission, Samarahan District Office intends to:

- i. Strengthen the info and infrastructure
- ii. Practice good service delivery in developing the district
- iii. Becomes an agent of change towards creating a smart population
- iv. Increase community involvement

### 1.5 Organization Structure

#### Organizational Chart

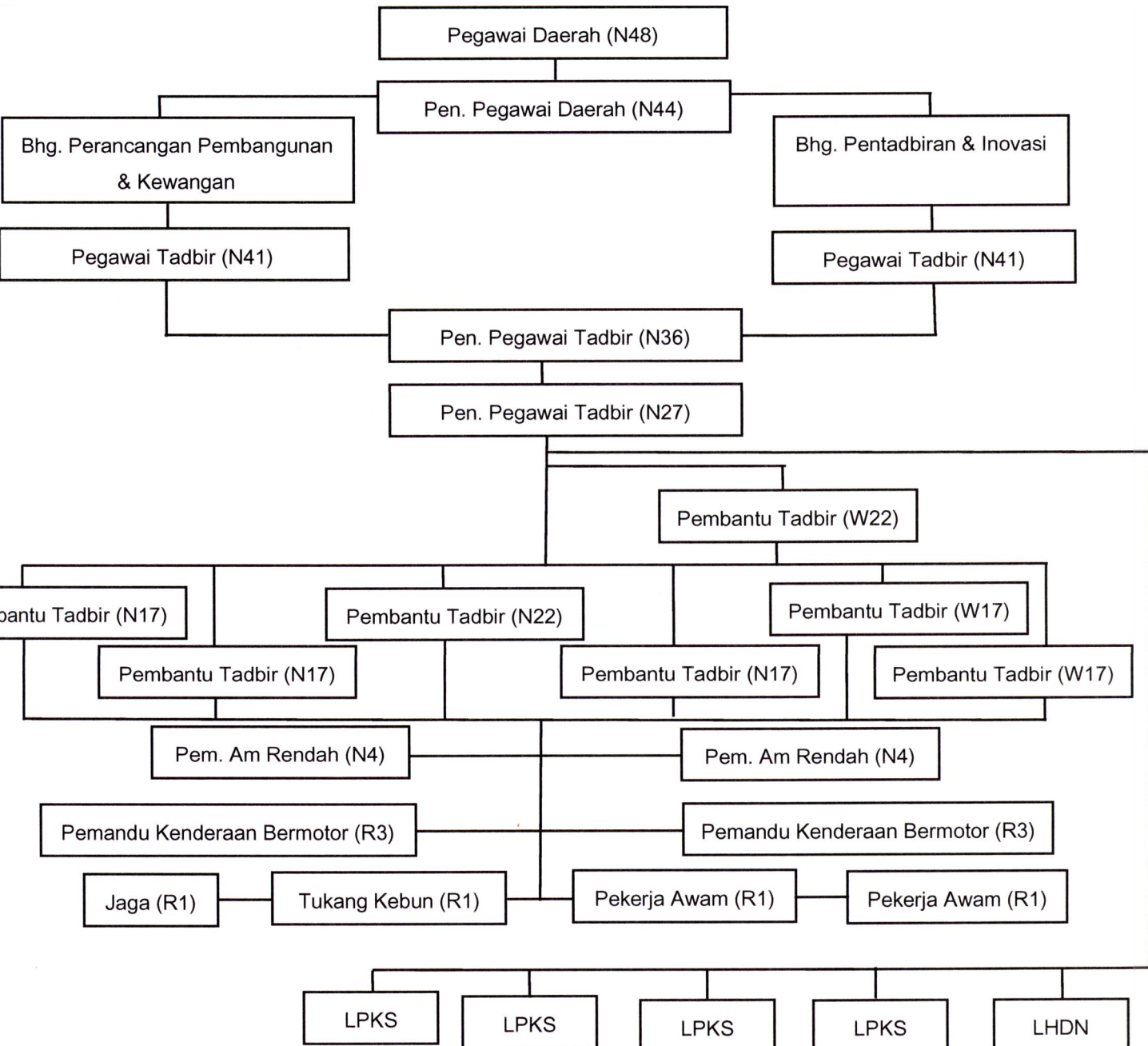


Figure 1.1 Organizational Chart of Samarahan District Office

Source: Samarahan District Office (2015)

## List of Employees &amp; Position

Table 1.1 List of Employees &amp; Position at Samarahan District Office

NO	NAME	POSITION
1.	Mohd. Ainnie Bin Wahab	Pegawai Daerah Samarahan (N48)
2.	Rais Bin Ahmat	Pen. Pegawai Daerah (N44)
3.	Zulkarnain Bin Rosli	Pegawai Tadbir (N41)
4.	Siti Rohaya Binti Wahet	Pegawai Tadbir (N41)
5.	Paul Joring Nyyon	Pen. Pegawai Tadbir (N36)
6.	Mohd. Hadi Bin Bolhen	Pen. Pegawai Tadbir (N27)
7.	Francis Kunji	Pembantu Tadbir (W22)
8.	Lisa Ak. Liping	Pembantu Tadbir (W17)
9.	Sayharah Binti Narawi	Pembantu Tadbir (W17)
10.	Kassim Wan Zain	Pembantu Tadbir (N22)
11.	Rakiah Binti Jerawi	Pembantu Tadbir (N17)
12.	Yeo Giak Chua	Pembantu Tadbir (N17)
13.	Hamdiot Binti Hajimi	Pembantu Tadbir (N17)
14.	Awang Brahim Awang Drahman	Pembantu Am Rendah (N4)
15.	Razali Bin Amat	Pemandu Am Rendah (N4)
16.	Sidi Bin Salli	Pemandu Kenderaan Bermotor (R3)
17.	Sakawi Bin Seman	Pemandu Kenderaan Bermotor (R3)

18.	Cluny Bin Kadir	Jaga (R1)
19.	Saini Bin Daim	Tukang Kebun (R1)
20.	Azri Bin Ali	Pekerja Awam (R1)
21.	Azizan Bin Mahdi	Pekerja Awam (R1)
22.	Benjamin Wing David Uking	LPKS
23.	Raymon Pedari	LPKS
24.	Rozaimie Bin Bujang	LPKS
25.	Anna Juntong	LHDN

Source: Samarahan District Office (2015)

## 1.6 Functions & Roles

In general, Samarahan District Office is responsible for managing, acting as Secretariat, acting as an agent of development and is responsible for delivering government services in matters such as;

i. Responsible for managing

Samarahan District Office is responsible for managing the appointment of the Chief of Community (*Ketua Masyarakat*) and *Ketua-Ketua Kaum*. It is also responsible in the establishment of Development and Security Committee (JKKK). Besides that, it also responsible for managing things concern with Malay community, Iban, Chinese and others. Other than that, it also manage the deposit, Mahkamah Bumiputera and Government Rest House Management.

ii. Acting as the Secretariat

Samarahan District Office is also acting as Secretariat for Samarahan District Development Committee, the Management Committee Samarahan District Disaster Relief Committee, VVIP and VIP tours Protocol, Celebration Committee and the Assembly Government Official, Samarahan Regional Road Safety Committee, District Safety Committee Samarahan, Samarahan District Level Committee Epidemic, Drug Prevention Association Malaysia (PEMADAM), Welfare and Sports Council of Local Government members (MAKSAK),



Management Elections Parliamentary and State Legislative Assembly and the Management of the Population Census.

iii. Acting as Agent Development

Other than managing and act as Secretariat, Samarahan District Office also acting as an agent of development. Among the development are Small Rural Development projects, ICU special project of the Prime Minister Office, the project that funded by the Ministry of Finance, project implementation under the Rural Areas Development Program (MRRD), annual grants of Parliament and Legislative Assemblies, Social Welfare Development Scheme (SPKR) and other development implementation.

iv. Responsible for Delivering Government services

Samarahan District also responsible for delivering government services in the matters of probate matters, adoption matters, Magistrate Court, buying bullets permit, change of ownership shotguns, registration of business names, business extract application, cancellation of business names, Native Court, civil claims, registration of customary marriages, turning centre revenue stamp, declaration of Oath, document authentication and counseling services.

## 1.7 Core Business / Core Administration

Samarahan District Office focuses on the daily routine of the office and responsible for the administration or the scope and core functions in the delivery of services to the public. Administrative core is based on the scope of the Administration, Human Resource (HR), Social, Financial, Indigenous Courts and District Disaster Management.

### Administration

- i. Adoption affairs
- ii. Affairs of licensing and business names
- iii. Affairs purchase ammunition
- iv. Affairs of the community leaders

### Human Resources (HR)

- i. Affairs posts
- ii. Disciplinary matters
- iii. LPKS and student practical affairs
- iv. Probate Matters
- v. e-performance Management

- vi. HR Focal Point
- vii. Management Meetings (Staff/Morning Prayer)

#### Social

- i. 1 AZAM
- ii. e-Kasih
- iii. Managing BRIM
- iv. Annual Report
- v. Regional Profile
- vi. Social Programs

#### **1.8 Another Services Provided**

- i. Planning and coordination of rural development (Infrastructure/ Infrastructure Projects- Roads, Water Supply, Electricity, Public Facilities)
- ii. Urban Development (Infrastructure/ Infrastructure Projects- Roads, Water Supply, Electricity, Public Facilities)
- iii. Rehabilitation Program for the Hardcore Poor (in the capacity as Chairman of the District PPRT)

iv. Statutory services contained in the laws and circulars

v. Services for Party / For Various Departments

## 1.9 Conclusion

Overall this chapter discussed about the background of the organization, their client charter and organizational chart which explained about the employees and their post. Other than that, there are also explanation of the functions and roles, core business / core administration and other services provided by the organization.

## CHAPTER 2

### SCHEDULE OF PRACTICAL TRAINING

#### 2.1 Introduction

This chapter would include on the report and summary of the daily training that was extracted from Log Book (Refer to Appendix).

#### 2.2 Week 1 (20<sup>th</sup> July 2015 - 24<sup>th</sup> July 2015)

On the first week of internship, there were some tasks given to me. On the 20<sup>th</sup> July 2015 (Monday), which is the first day of internship, the first task done was report duty to Encik Rais, the Assistance Administrative Officer since the supervisor that should be reported to, Puan Siti Rohaya still on her Hari Raya Aidilfitri leave. After report duty, I was introduced to my colleagues and get to know each other. Besides that , I also have learned about the organization, what kind of services that they delivered and also other information pertaining to the organization.

During my first week, one of the task given to me was stacking the papers and also record the incoming mail. I have been assigned to record the incoming mail by using Microsoft Excel Software. Before I started to do the task, Puan Hamdiyot

taught me on how to do the proper records of mail by using the software. The mails need to be properly recorded so that it will be easier for the organization to look for the mail in the particular files for future references. This task enables me to understand on how to do a proper record and how to use the software. It is also taught me to be extra careful in entering the data and particulars without any mistakes.

Another task was to learn about Probate matter with Miss Yeo. "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. "Letters 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 of a formal representation issued to representatives of a deceased intestate. District Officer of Samarahan is "Probate Officer" for Samarahan District. (Refer to Appendix).

Besides that, I have been asked to fax the invitation letter for "*Majlis Ramah Tamah Aidilfitri Bersama Pemimpin*" to all government departments and offices in Samarahan. Other than fax the invitation letter, I also have been asked to call all the government departments and offices to ensure that they received the

invitation letter and also called all the representatives in Samarahan which are the Counselors, Temenggong, Pemanca, Penghulu, Ketua Kaum, and Ketua Kampung.

### **2.3 Week 2 (27<sup>th</sup> July 2015 - 31<sup>st</sup> July 2015)**

For the first day of second week, I have been attached to the division of Court Proceedings and Native Court. I was given a brief explanation by Encik Kassim about the proceedings and what are the roles of District Office in relating to Native Court. Through this, I was able to know what are the process in order to apply for the claim. District Office or sub-district offices were responsible to act as Registrar and mediator between the claimant and the Court.

Besides that, I also have been taught by Puan Hamdiyot and Encik Kassim regarding the registration certificate of adoption (*Pendaftaran Sijil Anak Angkat*). Adoption certificate is an official document issued to an approved foster parents to adopt children. Adoption of a child in Sarawak is governed by Adoption Ordinance ( Chapter 91 ) Amendment 20.

Apart from that, I also have been asked to do the official memorandum in order to reply the memo sent by the other government departments and agencies. (Refer Appendix). On the fourth day of this second week, I have been attached to finance

division to learn about license fee (*Lesen Pungutan Awam*). License fees for public refers to a power of attorney to carry out public collections for charitable purposes, the public interest or the public, or a part of the community and of the objectives declared peaceful purposes by the State Executive Council of Public Polls subject to the Ordinance of 1996, the Treasury Order and Charitable Trust in 1994.

#### 2.4 Week 3 (3<sup>rd</sup> August 2015 - 7<sup>th</sup> August 2015)

This week I have been assigned to be the person in-charge on the invitation for "*Majlis Ramah Tamah Aidilfitri Bersama Pemimpin*" which was held on 7<sup>th</sup> August 2015 (Friday) at Dewan Rainforest, Four Point Hotel. I was asked to do the list of people who will be invited and finalize the number of guest who will attend that event.

Apart from that, I also have been asked by Encik Rais to do typing and entering the data of applicant for *Projek Bantuan Rumah (PBR)*. Through this task, it taught me to be more careful in entering the data and particulars without making any mistakes.

On 5<sup>th</sup> August 2015 (Wednesday), me and my other colleagues going to Asajaya to attend "*Majlis Ramah Tamah Aidilfitri Bersama Pemimpin*" at Kompleks Sukan



Asajaya. This event was conducted by Asajaya District Office. I get to know and learn on how Asajaya District Office organized an event which I can use that knowledge and applied it to the event conducted by Samarahan District Office.

On the last day of this third week, I have been asked by Encik Mohd. Ainnie, the District Officer, to help him in the matter of "*Akuan Sumpah*" by the students of Kolej Kesihatan Kuching. After that, I have attended a briefing session regarding *Majlis Ramah Tamah Aidilfitri Bersama Pemimpin* at Four Point Hotel. The briefing session conducted to brief on the matters related to the event and how to ensure the event goes well.

#### **2.5 Week 4 (10<sup>th</sup> August 2015 - 14<sup>th</sup> August 2015)**

This week, I have been experiencing doing the Letters of Administration (LA) with the supervision by Miss Yeo on the process of doing the probate. The process started from the application by the heir, approval, issuing the LA to the heirs and doing the filing of the copy of LA (duplicate copy) for the organization references. I have gained new knowledge and experiencing myself whereby I got to do it practically on what I have learned on the first week of my internship. It gives me better understanding on the whole process.

Another task assigned to me for this week was task given by Encik Hadi, whereby he asked me to assist him to do the data analysis for two types of questionnaires which were "Samarahan Bike Challenge 2015" and "*Borang Penilaian Keberkesanan Seminar (Ketua Masyarakat/Ketua Kaum/JKKK)*". Through this task, I have learned on how to do data analysis for a research conducted and it requires me to be extra careful so that I will not make an error in doing the analysis.

Encik Hadi also asked me to do "*Laporan Balance Score Card Bagi Pejabat Residen & Daerah Bahagian Samarahan 2015*". He asked me to do the slide presentation for him and also the report of that Balance Score Card. Through this task, I am able to observe what kind of activities that have been conducted by Resident and District Office in Samarahan Division. Through the activities conducted, the local government can communicate effectively with the community under their area of jurisdiction.

Other than that, I have been asked by Puan Hamdiyot to call all the Counselors, Temenggung, Pemanca, Penghulu, Ketua Kampung, Ketua Kaum, and JKKK regarding the invitation for "*Mesyuarat Sempena Sambutan Hari Sukan Negara Peringkat Daerah Samarahan 2015*" which was held on 17<sup>th</sup> August 2015 (Monday) at Bilik Mesyuarat, Pejabat Daerah Samarahan.

## 2.6 Week 5 (17<sup>th</sup> August 2015 - 21<sup>st</sup> August 2015)

On 17<sup>th</sup> August 2015 (Monday), I have attended a meeting that is "*Mesyuarat Sempena Sambutan Hari Sukan Negara Peringkat Daerah Samarahan 2015*" at 10.00 am. This meeting was held at Bilik Mesyuarat, Pejabat Dearah Samarahan. The objective of this meeting is to discuss about the activities that will be conducted and to give the information regarding the event to all those involved in this event.

Besides that, I also having task on the probate matters such as get the sign and verification from District Officer and also issuing LA to the heirs. Other than that, Puan Hamdiyot asked me to fax the letter of invitation for "*Mesyuarat Program Konsert Aktif 7 Anjuran Bahagian Radio RTM*" to the invited government departments, agencies and officials. This meeting was held on 27<sup>th</sup> August 2015 at 10.00 am at Bilik Mesyuarat, Pejabat Daerah Samarahan.

Encik Rais also asked me to enter the data from the project file from 2010 till 2015 into Microsoft Power Point . The data includes type of project, name of project, project number, Parliament or DUN, and the name of contractor. Around 50 files were given to me and my officemate, Azura, and both of us need to transfer the information and data into Microsoft Power Point.

## 2.7 Week 6 (24<sup>th</sup> August 2015 - 28<sup>th</sup> August 2015)

My first task for this week was given by Encik Kassim, whereby he asked me to do *"Rekod Latihan Pegawai Dan Kakitangan"*. This record is for updating the *"Sistem Impian"* or also known as GEMS and for Balance Score Card report. Each staffs need to complete the record and I am doing the record for Encik Mohd. Annie, the District Officer.

After that, I have been asked by Encik Benjamin to fax the letter of *"Jemputan ke Mesyuarat Jawatankuasa Focus Group Pembasmian Kemiskinan Daerah Samarahan Bil. 4/2015"* to the selected departments or organizations in Samarahan. This meeting was held on 3<sup>rd</sup> September 2015, 9.30 am at Bilik Mesyuarat, Pejabat Daerah Samarahan.

Besides that, Encik Rais also asked me to enter the data for *"Senarai Penerima Mukatamad Program Bantuan Rumah (PBR) Kementerian Pembangunan Luar Bandar Sarawak Tahun 2016 Bagi Daerah Samarahan"*. There are two types of *"Bantuan"* which are *"Baik Pulih"* and *"Bina Baru"*. The software that I used to do this task was Open Office.org.

He also asked me to type the document for *"Permohonan Kelulusan di Bawah Pengurusan Perolehan Melalui Lantikan Secara Terus-Direct Award Bagi Projek Bekalan/Perkidmatan Bernilai RM20, 000.00 ke Bawah"* which includes;

- i. *Minit Mesyuarat Jawatankuasa Pengurusan Perolehan Melalui Lantikan Secara Terus-Direct Award Bagi Projek Perkhidmatan/Bekalan Bernilai RM20,000.00 ke Bawah*
- ii. *Senarai Cadangan Kontraktor Pelaksana*
- iii. *Kelulusan Permohonan Perlantikan Kontraktor*

My last task for this week was task given by Encik Rozaimie whereby he asked me to help him to do the slide presentation of Balance Score Card for Encik Rais. The slide presentation consists of the development projects conducted throughout 2013 until 2015. Among the development projects are "*Projek Mesra Rakyat (PMR)*" and "*Projek Baik Pulih & Bina Baru*".

## **2.8 Week 7 (1<sup>st</sup> September 2015 - 4<sup>th</sup> September 2015)**

One of the task done this week was picking up the incoming calls from the customers. Other than that, I have been asked by Puan Siti Rohaya to assist Puan Hamdiyot to do new record for Adoption for the Year of 2012 starting from January to December, by using the new format given. Through this task, it taught me to be more careful in entering the data so that I will not make any mistakes that will affects the records.

## 2.9 Week 8 (7<sup>th</sup> September 2015 - 15<sup>th</sup> September 2015)

My first task for this final week of my internship was given by Encik Hadi, which he asked me to do graph and statistics for *Laporan Penilaian Keberksanan for Seminar Kepimpinan Akar Umbi Negeri Sarawak 2015*. This task involve the use of Microsoft Power Point and Microsoft Excel.

My second task was given by Encik Mohd. Ainnie, the District Officer, in which he asked me to do the list for the guest for "*Rakaman Rancangan Raudhah Nasional fm*" at The Summer Mall Shopping Centre, Kota Samarahan, Sarawak on 10<sup>th</sup> September 2015, 7.30 pm. The list of guests include KMKK, villagers, parties, NGOs, and also government agencies at Samarahan. Besides that, he also asked me to do the estimation of budget for paying the transportation of the KMKK and villagers who stayed far from Summer Mall. There are about 1,000 guests expected to come to this event. Once the list has been confirmed, the invitation letters has been issued. On 10<sup>th</sup> September 2015 (Thursday) at night, me and my office mates going to Summer Mall to ensure the smoothness of the event and one of the task done was checking on the list of guest and distribute some food to them.

Other than that, I have done the new adoption record for the Year of 2011 and 2010 by using new format provided. There are 55 records that has been recorded for the Year of 2011 and 54 records for the Year of 2010.

On the 15<sup>th</sup> September 2015 (Tuesday) which was my last day of internship, I attended the staff meeting and after the meeting ended, the staff of Samarahan District Office organized farewell party for me as today is my last day at the office.

## **2.10 Conclusion**

Overall this chapter is about the report and summary of the daily and weekly training that was extracted from Log Book. It consists of the activities and what are the new knowledge gained through eight weeks of the practical training attachment.

## 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 Samarahan 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 Samarahan is the "Probate Officer" for Samarahan 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 kin  
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 Samarahan District office and the applicant or the heirs, and group that are important to them which is the customers. For Samarahan 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 consists 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

This chapter would include on the strengths and weakness of jobs or tasks assigned during practical training (as discussed in Chapter 3). Other than that, this chapter will also provide solutions for improvement in future. As I have been assigned to do the Probate and issuing the Letter of Administration, therefore I will touch on the strengths and weaknesses of the task done. Besides that, I will also provide the solution and recommendation for the organization so that they are able to perform and deliver better services toward the public.

#### 4.2 The Strengths

From my observation during the practical training, I can see some of the strengths for the task that I have done as discussed in Chapter 3. First, it develop a good relationship with the community. This can be seen through the process of making the Probate and Letter of Administration, whereby the officer in charge give well explanation to the applicants about the process and the particulars related and needed in order to apply for it. Furthermore, this task also needs the officer in charge to always in contact with the applicants until the end of the processes to ensure that the process can be done without any difficulties. Through this, it would enhance the good relationship between the organization and the



community and if the relationship is good, therefore, it would create a harmony situation and give good impacts for both parties.

Second strength that I have seen was the client charter that the organization set up which is to approve and issue the Letter of Administration within 10 working days. This would give benefit to the applicants whereby they want to use that Letter of Administration as soon as possible in order to manage the property of the deceased. The good relationship between the organization and the applicants would help much in fulfilling the charter that was stated earlier. When the Letter of Administration can be approved and issued within 10 working days, it would give good impression to the public and can obtain the trust of the public.

Thirdly, the use of system and advances in technology in the process related to this probate matter. The advances in technology and the use of good system help much on the process of making the probate. The database management system was used to record all the information about the deceased, applicants, family members and also the property and assets that owned by the deceased. The use of this system can reduce the time taken in order to make the probate therefore can fulfill the client charter that was designed for this probate matters. Besides that, the system also can track and retrieve the name of the deceased that was registered for the probate so that the applicants cannot lie and use the same deceased person to make new application.

### 4.3 The Weakness

There is only one weakness that I can see when carried out this task that is insufficient staff to do the Letter of Administration (LA). For Samarahan District office, there was only one officer in charge to do that task. As for me, one officer is not sufficient because there are many processes involved in order to carry out the task. This would lead to the slower making process and sometimes the organization cannot ready the document at the time it should be done. Even though there is the use of system to faster to process, it is not sufficient enough because in case the officer in charge is on leave, then, the process will be delayed whereby the applicants need to wait the officer to come back from leaves and of course it will lead to the dissatisfaction among the public or applicants.

### 4.4 The Recommendation

Under this section, I will provide the recommendation to solve the weakness on the process of making the probate or Letter of Administration (LA). As mentioned earlier, there is only one weakness that I have found when I carried out this task, which is insufficient staff to do the probate matter. Manpower shortage is one of the most serious problems affecting the entire output delivery process. This is particularly a threat to the organization due to their inability to meet the requirement and fulfill the client charter. When there is insufficient staff to do the task, it is impossible to prepare and ready the LA document in the predetermined time which was outlined in the client charter, LA will be approved and issued within ten (10) working days. When the client charter cannot be

fulfilled, then, it would affect the organization's overall performances. Therefore, I would like to recommend to the organization so that they provide sufficient officer in charge for the probate matters. This does not mean that the organization must employ new employees to cover the task. The organization can make use of the existing employees and therefore can fully utilize their manpower.

The organization can appoint one or two existing employees in the organization to be assistance to that one officer who is in charge so that the process can be done smoothly without any difficulties. In case that one officer has emergency or on leave, either one of the two other employees can assist in conducting the task. This would prevent any delay in the process of making the probate and avoid the dissatisfaction among the public. Hence, the client charter can be fulfilled and give a good reputation to the organization. Besides that, it also can reduce the cost and time because the organization does not need to employ new employees and give the current employees to have their career development.

#### **4.5 Conclusion**

Overall this chapter highlights on the strengths and weakness of the task done as discussed in Chapter 3. There are some strengths and only one weakness that have been found by me while carrying out the task given. Under this chapter, I also give the recommendation in order for the organization to solve their weakness and thus will help them to improve and deliver a good quality services to the public.

## CHAPTER 5

### CONCLUSION

#### 5.1 Introduction

This chapter consists of the summary of discussion of each chapter in the report by highlighting the main points of the chapters.

#### 5.2 Chapter 1: Introduction of The Organization

This chapter represents on the history and background of the organization. It also discussed about the vision and mission of the organization whereby their vision is *PENERAJU JENTERA PENTADBIRAN DAN PEMBANGUNAN YANG UNGGUL*". Meanwhile, among their mission is to practice good service delivery in developing the district and to become an agent of change towards creating a smart population. Apart from that, there are some functions and roles of Samarahan District office such as responsible for managing, act as Secretariat and also acting as agent of development. Towards the end of chapter is discussing about the core business and administration and also another services provided by the organization.

### **5.3 Chapter 2: Schedule of Practical Training**

In this chapter, it shows the flow of tasks that I have done throughout my eight weeks of practical training. This chapter also includes the description of the tasks given to me on daily basis and also other supplementary activities and events that I had attend. According to the schedule of practical training, the tasks given during my practical training can be observed. It can be seen that the organization is utilizing the services that I can provide to the organization while doing my practical training by giving me the tasks that is related to my course. Besides that, the employees in the organization also taught me on how to perform all the tasks given because many of the tasks is a new thing for me which some of it did not taught in theory that I have learned in class. All the knowledge that I have gained would give benefit to me and might be useful in my real working environment later in future.

### **5.4 Chapter 3: Analysis**

Under this chapter, it involve the analysis of the dominant task done during the internship. 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 Samarahan District Office which is on probate matters and issuing the Letter of Administration. Therefore, I was found that most of the works done during the internship have relationship with the subject that I have been studied, which is on the Public Relations. In performing the task, it requires me to do two way communications with the applicant whereby the concept of Public Relations was

applied here. 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. Besides that, this task also required me to be more ethical whereby I must not disclosed the confidential information to public. Through this, I also able to practice the ethical conducts that was learnt earlier at class and understand more about the theories and concepts. During the internship, I have been attached at various departments which I was given various tasks from each department. However, in chapter, I only focus on one area which is on administrative area whereby most of my task given was from this scope.

#### **5.5 Chapter 4: Recommendations**

In this chapter, it includes the strengths and weaknesses of the jobs or tasks assigned during practical training that is on probate matters. One of the strength of this task is that the using of system to enhance the process to be smooth and can fulfill the one of the particular under the client charter, which is the applications Letters of Administration (LA) Wills or Probate approved and issued within ten (10) working days. Meanwhile, for weakness, I only found one weakness of this task whereby there is insufficient officer in charge for this probate task. Other than that, this chapter also provide the solutions for improvement in future and for the organization to deliver better services toward the public.

## 5.6 Conclusion

Overall, there is a lot of new knowledge that I have gained throughout my practical training at Samarahan District office. Some of the tasks given were new things for me that I have not learned at class. I was taught on how to perform the task according to the right ways and ethical conducts that must be adhere in performing the task and delivering the services to the public. Besides that, through this practical training I also have gained a lot of new experiences which are very useful for me and give me the full picture about how the real working life looks like. Both knowledge and experiences that I have got will help me to be ready to face the real working life later. Apart from that, I would like to give a suggestion towards the faculty to extend the period of internship for at least three months to one semester because eight weeks for me is insufficient and the students cannot gained much when the period is short. When the period is longer then the students will able to learn more and therefore it would help them to be more ready to enter the working life after the graduation. This will help the university to produce a competence future employee that will contribute to the organization.

## References

Lattimore, D., Baskin, O., Heiman, S.T., & Toth, E.L. (2012). *Public Relations: The Profession & the Practice*. 4th Edition. McGraw-Hill International Edition.

Official website of Samarahan District Office. Retrieved on October 3<sup>rd</sup> 2015, from [www.samarahando.sarawak.gov.my/](http://www.samarahando.sarawak.gov.my/)



# APPENDICES



**UNIVERSITI TEKNOLOGI MARA SARAWAK**

**PRACTICAL TRAINING**

**LOG BOOK**

## **Instructions**

This book is issued to you to provide a history of your training and to act as a weekly record by the work on which you are engaged.

### **Student' s responsibilities for keeping log book up-to-date**

Immediately this book is issued to you, you should, in consultation with your Training Officer, complete the details required on the previous page.

It is your responsibility to make the main entries of the log book and keep it up to date. Entries must be regularly initialled by your Supervisor. You must ensure that;

1. It is available at your place of work during your training.
2. All entries, except sketches, are made in ink.
3. Entries are made within a week of the work to which they refer.
4. The book is handed to your Training Officer for retention on your return to UiTM and this will later be handed to the Faculty for grading.

### **Recording**

The log book should contain the following information:

1. A neat concise description of each of your training locations and the work on which you are engaged.
2. Relevant sketches, data and circuit diagrams.
3. References to textbooks, standards and other technical information related to the work being under taken.
4. Constructive comments on the work being undertaken and your considered opinion as to its value as training.

1. Student's name: NURUL HAZWANI BINTI MALUDIN 014 5950865
2. Date & Place of Birth: 20/6/1993 , HOSPITAL UMUM SARAWAK
3. UITM No.: 2013324877
4. Program: BACHELOR OF ADMINISTRATIVE SCIENCE (HONS)
5. Year: 2015 Part: 5 / 6
6. Home address: LOT 6282 LOT FASA 2, KAMPUNG TANJUNG  
BUNDONG, 94300 KOTA SAMARAHAN, SARAWAK
7. Address during practical training: LOT 6282 LOT FASA 2, KAMPUNG  
TANJUNG BUNDONG, 94300 KOTA SAMARAHAN, SARAWAK
8. Place of training: PEJABAT DAERAH KOTA SAMARAHAN
9. Name of Supervisor in-charge: SITI ROHAYA BINTI WAHET
10. Duration of training: From: 20<sup>th</sup> JULY 2015 to 15<sup>th</sup> SEPTEMBER 2015

FOR OFFICE USE ONLY

11. Remarks: (Dean/Course Tutor)

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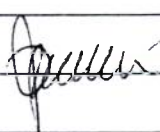
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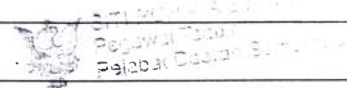
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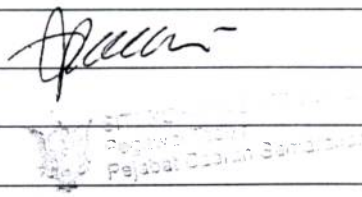


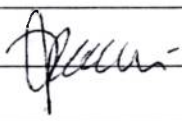
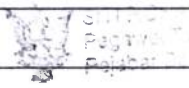
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARK
21/7/2015 Tuesday	- Do e task given by En. Rais - stapler & stacking e papers / letters of surat akuan	
	<p>- I have been assigned to record e incoming mail by using microsoft excel software &amp; identify e mail is addressed to whom. After that (e) mail need to be filed to ensure proper record.</p> <p>Comment: This task enables me to understand on how to record e incoming mails &amp; e importance of filing. → easier for e org. to look for e mail in e particular files <del>in e fut</del> for e future use. Besides that, I also have more understanding on how to use microsoft excel in recording (e) data &amp; this task also taught me to be more careful in entering e data &amp; particulars without mistake.</p>	
	<p>- En. Paul, one of e s A.O give briefing about e org. in general, &amp; e ethics at workplace.</p> <p>Comment: Through e explanation, it enables me to understand more on e org. &amp; what kind of their <del>biz</del><sup>core</sup> biz. Through e briefing, I am <sup>also</sup> able to know about e differences between headletter, minutes &amp; memos that used by e org. in their daily activities/business.</p>	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
22/7/2015 Wednesday	<p>- First task today is to <sup>learn</sup> <del>study</del> matters relating to probate w miss yeo.</p> <p>comment: Through this task, it gives me <sup>(e)</sup> understanding about probate (what, why, where, when) it should be made. I've also learned about the process of making probate &amp; I have been given the opportunity by miss yeo to do the probate w her guidance.</p>	
	<p>- 2nd task for today is fax the letters regarding "Majlis Raman Taman Adilfitri bersama Pemimpin" to all govt. departments &amp; offices in Samarahan.</p> <p>Comment: Through this task, I've learned on how to use the machine fax &amp; how to fax the letters, which I would never know how to do it before this. I also have learned on how to contact other departments in formal ways following the rules &amp; regulations.</p>	<p>  </p>

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
<p>23/7/2015 Thursday</p>	<p>- 1st task is I've been assigned to call &amp; govt offices / departments &amp; also all &amp; representatives in smarahan (Counselors, Penghulu, ketua kaum, Temenggong &amp; Pemasca) regarding &amp; invitation for "Majlis Ramah Tamah Aidifitri bersama Pemimpin" comment: Through this task, I've learned on how to contact, interact &amp; communicate w &amp; other party in formal way &amp; w manners.</p>	
	<p>- 2nd task is on probate, whereby I've been assigned to call &amp; person who apply for probate (&amp; heirs) to collect their letters / probate.</p>	
	<p>- 3rd task is to record &amp; incoming mail by using microsof Excel. It is &amp; same. w what I've been done on Tuesday.</p>	
	<p>- 4th task is receive &amp; <del>est</del> incoming calls at &amp; counter. comment: Through this task, it gives me new experience &amp; knowledge in handling &amp; customers in a manner ways.</p>	<p>Project: ...</p>





DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
24/7/2015 Friday	- My task for today is I continue called ē representative to give them notification on ē invitation of "Ramah Ramah Aidilfitri Bersama Pemimpin".	
27/7/2015 Monday	- I got MC for today due to fever.	
28/7/2015 Tuesday	<p>- Today, I have been attached to ē division of court prosiding &amp; Mahkamah Bumiputera. I was given a brief explanation by en. Kassim about ē prosiding &amp; what are ē roles of District office in relating to Mahkamah Bumiputera. I also given ē task to study about ē <u>prosiding</u> &amp; Mahkamah Bumiputera.</p> <p>Comment: Through this task, I was able to learn about Mahkamah Bumiputera &amp; what are ē procedure in order to apply for ē "tuntutan". I also have learned about ē whole process starting from pre-registration stage until ē decision been made by ē court. District offices/sub-distinct offices were responsible /act as registrar / mediator btween ē claimant &amp; ē court.</p>	

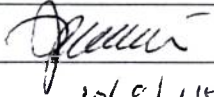
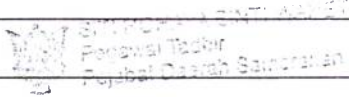
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
<p>29 / 7 / 2015 Wednesday</p>	<p>- 1st task for today is to learn about registration certificate of adoption (Pendaftaran Sijil Anak Angkat). comment: Through this task, I got new knowledge about the process of registration certificate of adoption <del>and</del> and the terms &amp; conditions.</p>	
	<p>- 2nd task for today is, I have been assigned to type a list of representative (Counselors, Penghulu, Ketua Kaum, Temenggong &amp; Pemanca) who will attend "Majlis Ramah Tamah Hari Raya Aidilfitri bersama Pemimpin" at Hotel Four Points. comment: Through this task, I am able to learn how to type a document that followed the guidelines required by the organization</p>	<p></p> <p></p>

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
30/7/2015	- 1st task for today is I have been assigned	
Thursday	to do an official memorandum in order to reply to the concern parties.	
	<p>Comment: Through this task, I can learn on how to do official memo and reply the memo in official way.</p>	
	- 2nd task for today is to learn about "Pengeluaran Lesen Pungutan Awam"	
	<p>Comment: Through this task, I learn new knowledge about "lesen pungutan awam" and the process involved.</p>	
	<p>- 3rd task for today is I have been assigned to call all the representatives (counselors, Penghulu, ketua kaum, Temenggong &amp; Penanca) regarding the invitation for "Majlis Ramah Tamah Aidilfitri bersama Pemimpin di Hotel Four Point" and get the reply either they will attend or not.</p>	<p><i>[Signature]</i></p> <p><i>[Stamp: Pejabat Daerah Seremban]</i></p>

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMAR
31/7/2015	Today, I continue to do yesterday's work	
Friday	which is calling all the representatives	
	& also updating the list of guest who	
	will attend the occasion (Majlis Tanah	31/7/2015
	Hari Raya Aidilfitri bersama Pemimpin di Four Points	
Hotel)		

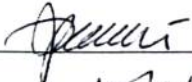
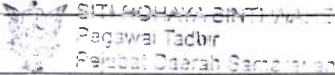


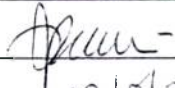
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
4/8/2015	- Today, I continue updating the list of guest	
Tuesday	for majlis Ramah Tamah at Four Point	
	on this Friday, 7 <sup>th</sup> August 2015, by calling	
	them and through the letter <del>reply</del> letter that	
	they replied through fax.	
		
		10/8/15
		
		SIM KED. ... Pengawal ... Pejabat Daerah ...

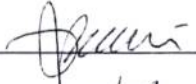

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
5/8/2015	- Going to Asajaya to attend "majlis	
Wednesday	Ramah Tamah Aidilfitri bersama Pemimpin"	
	at kompleks Sukan Asajaya.	
	- call the guest for majlis Ramah Tamah	
	Aidilfitri bersama Pemimpin at Four	
	Point Hotel to inform them the day	
	for the event has been changed	10/8/15
	from Friday to Saturday.	


DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
6/8/2015 Thursday	- Today I continue calling the guest to update to them regarding majlis Ramah Tamah at Four Point	
	- I help En. Rais to <del>type</del> enter the data and list name of the guest who will be attended the event.	
	- I have been given the chance by Miss Yeo to type the <del>memo</del> in ord official memo in order to reply back to the sender.	[Signature] 6/8/15




DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
7/8/2015 Friday	- I continue to call the Penghulu / KK - ketua kaum to inform them about the event has been changed from Friday to Saturday.	
	- I have been asked by Tuan D.O to help him <del>in</del> in the matter of "Akuan Sumpah" by the students of kolej Kesihatan.	 10/8/15 
	- I have attended a <del>meeting</del> briefing session regarding Majlis Ramah Tamah Hari Raya Aidilfitri bersama Pemimpin at Four Point Hotel. The briefing session is conducted to brief on the matters related to the event and how to ensure the event goes well.	

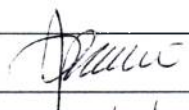
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
8/8/2015	- I have attended Majlis Ramah Tamah Hari	N.15
Saturday	Raya Aidilfitri Bersama Pemimpin (N.19) nuara	
	Tuang at Four Point Hotel.	
	Comment : Through this event, I have learned	 19/8/2015
	so many things as I am one of the team	
	that organize the event and for sure, the	
	knowledge that I've gained will be useful	
	for the future event. Besides that, & since	
	this is my first time joining such <sup>a big</sup> event,	
	it is a valuable experience for me.	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
10/8/2015	- 1 <sup>st</sup> task today is given by Miss Yeo whereby	
Monday	she asked me to do an official memorandum	
	in order to reply to the sender.	
	comment: Through this task, I am able to learn	
	on how to do an official memo and the format	
	used in order to do it.	
	- After <del>that</del> that, she teach me on the probate	
	matters (requirement, how to apply, process involved)	
	and how to do filing of the Letter of	
	Administration (LA) letter. Other than that,	 19/8/2015
	Miss Yeo also teach me on how to issue	
	the LA letter and the process involved.	 SITI KHADIJAH SINTI WATI Pegawai Tadbir Pejabat Daerah Samarahan
	comment: I am able to understand better on	
	the matters related to probate /LA letters	
	and what are the process involved.	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
11/8/2015 Tuesday	<p>- My first task for <del>to</del> today is, issuing the Letter of Administration (LA) to the heir.</p> <p>comment: Through this task, I am able to learn on how to deal with public (heirs) and it helps in improving my soft skill such as in communication.</p>	
	<p>- My second task for today is called all the Penghulu / ketua kampung / ketua kaum / JKKK to invite them to Majlis Takwil Arwah for Allahyarham Haji Abdul Latif bin Haji Mohammad Ali, the son of Yang Berhormat Dato Sri Haji Mohd Ali bin Mahmud, ADUN N.15 Muar Tuang, on 15<sup>th</sup> August (Saturday) at his house, No. 186, Kenny Hill, Lorong 5, 93350 Kuching.</p>	<p><i>[Signature]</i> 11/8/2015</p> <p> <b>STIRIMOHAYA BINTI WAHE</b> PENGARAH Pusat Darul Bina Islam</p>

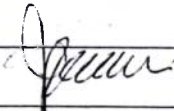

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
12/8/2015 Wednesday	<p>- My first task today is I continue called all the Penghulu /ketua Kampung /ketua kaum / JKKK regarding the invitation <del>or</del> for majlis Tahlii Arwah Haji Abdul Latif bin Haji Mohammad Ali.</p>	
	<p>- Other than that, I have been asked by En. Hadi to assist him to do the data analysis for 2 types of questionnaires which are :-</p>	
	<p>(i) "Samarahan Bike Challenge 2015"</p> <p>- 166 respondent / questionnaires</p>	<p><i>[Signature]</i> 19/8/15</p>
	<p>(ii) Borang Penilaian keberkesanan Program Latihan / Taklimat / kursus / seminar (ketua masyarakat / ketua kaum / JKKK)</p> <p>- 116 respondent / questionnaires</p>	<p> BINTI ROHANA BINTI WAHET Pembantu Pegawai Pusat Penyelidikan Samarahan</p>
	<p>comment: Through this task, I have learned on how to do data analysis for a research conducted and it requires me to be extra careful so that I not make an error in doing the analysis.</p>	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
13/8/2015 Thursday	<p>- My first task today is issuing LA letters to the heirs, same with what I have done yesterday.</p> <p>comment : Through this task, I become more understand on the process and gained knowledge on the matters related to probate matters.</p>	<p>New prog / knowledge Balance Score Card</p>
	<p>- After that, I have been asked by Pn. Hamdyot to call all the Penghulu / ketua kampung / ketua kaum / JKKK regarding the invitation for "mesyuarat sempena sambutan Hari Sukan Negara Peringkat Daerah Samarahan 2015" which will be held on 17<sup>th</sup> August 2015 (Monday) at Bilik Mesyuarat, Pejabat Daerah Samarahan.</p>	<p><i>[Signature]</i> 17/8/2015</p>
	<p>- My third task for today is given by En. Hadi, which he asked me to assist him to do the "Laporan Balance scorecard Bagi Pejabat Residen &amp; Daerah Bahagian Samarahan 2015". He asked me to do the slide presentation and also the report of that Balance scorecard.</p>	

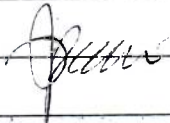
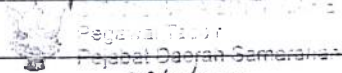
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
14/8/2015	- Today, I continue my work which is do the	
Friday	"Laporan Balance Scorecard Bagi Pejabat	
	Residen & Daerah Bahagian Samarahan 2015".	
	comment: Through this task, I got new knowledge	
	on how to do the report and understand	
	in deeper about balance scorecard because	
	before this, I only learned about balance	
	scorecard in theory (through book / in class).	
	Besides that, I am able to observe what kind of	
	activities <del>had</del> have been conducted by Pejabat Residen	
	<del>at</del> and Daerah Bahagian Samarahan	
	throughout the year. From what I have seen,	
	the activities/programs conducted are the way	
	where the government (local government) can	 19/8/2015
	communicate effectively with the community	
	under their area of jurisdiction.	
	- After that, we and my officemates go to	
	Majlis Ramah Tamah Hari Raya Aidilfitri	
	at Pejabat Residen Samarahan.	
	- Then, I continue to do Laporan Balance	
	scorecard and entering the data needed	
	for the report.	




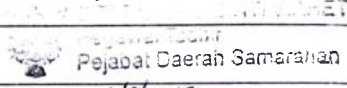
SITI MOHAYA BINTI WAHET  
Pegawai Tadbir  
Pejabat Daerah Samarahan

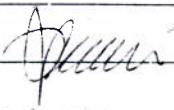
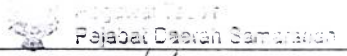
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
17/8/2015 Monday	- The first task for today is I continuing to do the balance score card report which is updating the data because	
	Asajaya District office just give the data to En Hadi.	
	- My second task is going to meeting, "mesyuarat Sempena Sambutan Hari Sukan Negara Peningkat Daerah Samarahan 2015" at 10:00 a.m. This meeting was held at Bilik mesyuarat, Pejabat Daerah Samarahan.	
	The objective of this meeting is to discuss about the activities that will be conducted and to give the information regarding Sambutan Hari Sukan Negara Peningkat Daerah Samarahan to all the Penghulu / ketua kaum / JKKK and all those who involved in this event.	
	- After the meeting, I learned on how to do "minit mesyuarat" from my officemate, Azura. <del>She</del> From this task, I got new knowledge on how to do proper "minit mesyuarat" and its format.	
	- The last task for today is, issuing the LA letter to the hair.	 <p>SITI ROHAYA BINTI WAHID Pegawai Tadbir Pejabat Daerah Samarahan 26/8/2015</p>

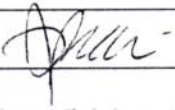



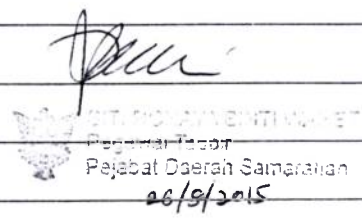
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
18/8/2015 Tuesday	<p>- my first task for today is issuing the LA letter. I have learned on how to deal and what to do if there is an error or mistakes in the LA letter.</p>	
	<p>- After that, En Hadi asked me to do the proper record for "Borang Kaji selidik maklumbalas Program samaranan Bike challenge 2015" and "Borang Penilaian keberkesanan Program Latihan / Taklimat / Kursus / Seminar for Ketua masyarakat / ketua kaum / JKKK, which I have done it before by using handwriting only. So, En Hadi asked me to type it in a proper way because he want to bring it for a meeting.</p> <p>-</p>	
		  Pejabat Daerah Samarahan 28/8/2015

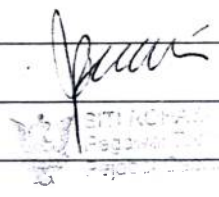
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n

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
19/8/2015	- My task for today is issuing LA letters,	
Wednesday	<del>and</del> record the date of issuing it and	
	do filing for that LA letters.	
	- I have been asked by Miss Yeo to get	
	sign and verification from Tuan D.O	
	for LA letters.	
		
		
		26/8/2015

S	DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	<p>20/8/2015 Thursday</p> <p>- I have been asked by Pn Hamdiyot to fax the letter for invitation for <del>meeting</del> "Mesyuarat Program Konsert Aktif 7 Anjuran Bahagian Radio RTM". This meeting will be held on 27<sup>th</sup> August 2015 at 10.00 a.m. at Bilik Mesyuarat, Pejabat Daerah Samarahan.</p>		
	-		
		28/8/2015	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
<p>21/9/2015 Friday</p>	<p>- Today, I have been asked by En Rais to <del>do</del> enter the data from the file into microsoft Power point. The data includes type of project, name of project, project number, Parlimen /Dun and the name of contractor. Around 50 files were given to me and my officemate Azura, and both of us need to transfer all the data needed into microsoft Powerpoint.</p>	
	<p>- En Hadi asked me to print out the report for activities conducted throughout 2013 and 2014.</p>	
		<p>   Pegawai Tabung  Pajabat Daerah Gemawang  26/9/2015</p>

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
24/8/2015 Monday	<p>- This morning I have been asked by En. Kassim to do "Rekod Latihan Pegawai Dan kakitangan". This record is for updating Sistem Impian/Gems and Balance Score Card. I am doing the record for # En Mohd. Ainnie bin Hj. Wahab, the district officer.</p>	
	<p>- I have been asked by En Benjamin Wing David Uting to fax the letter "Jemputan ke Mesyuarat Jawatankuasa Focus Group Pembasmian kemiskinan Daerah Samarahan Bil. 4/2015" to the selected departments / organizations in Samarahan. This meeting</p>	
	<p>will be held on 3<sup>rd</sup> September 2015, 9.30 am at Bilik mesyuarat, Tingkat 1, Pejabat Daerah Samarahan.</p>	 <p>26/9/2015</p>

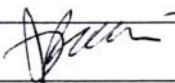

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARK
25/9/2015 Tuesday	- I have been asked by miss yeo to get sign and verification from Tuan D.O for LA letters.	
	- My second task is calling the heir /applicant of LA letter to inform that their LA are ready to be collected.	
	- My third task for today is issuing the <del>app</del> LA to the applicant and record the information <del>to</del> in a record book.	
	- Helping Pn Siti to stamp all the <u>letters</u> that need to be verified - mostly the letters of people who will continued their studies.	
		

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
26/8/2015 wednesday	<p>- Today, I have been assigned by En Rais to enter the data for "senarai Penerima Muktamad Program Bantuan Rumah (PBR) Kementerian Pembangunan Luar Bandar Sarawak Tahun 2016 Bagi Daerah Samarahan". There are 2 types of "Bantuan" which are "Baik Puth" and "Bina Baru". The software that I have been used to carry out this task was OpenOffice.org.</p> <p>Comment: Through this task, it taught me to be extra careful in entering the data without any error.</p>	

Signature: [Handwritten Signature]

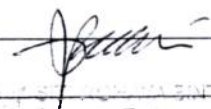
Public Officer  
Pejabat Daerah Samarahan

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
27/8/2015	- Today, I have been asked by En RAIS	
Thursday	to type the document for "Permohonan	
	kelulusan Di Bawah "Pengurusan Perolehan	
	melalui Lantikan Secara Terus (Direct Award)	
	Bagi Projek Bekalan / Perkhidmatan Bernilai	
	RM20,000.00 ke Bawah" which includes :-	
	(i) Minit mesyuarat Jawatankuasa Pengurusan	
	Perolehan melalui Lantikan Secara Terus (Direct	
	Award) Bagi Projek Perkhidmatan / Bekalan Bernilai	
	RM20,000.00 ke Bawah	
	(ii) Senarai cadangan kontraktor pelaksana	
	(iii) kelulusan Permohonan Perlantikan kontraktor.	
	- my second task for today is issuing the	
	Letter of Administration to the applicant.	

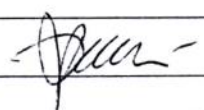
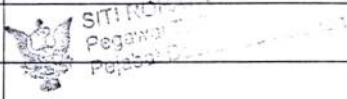
  

 PBTIP (Public Works Department)  
 Pegawai Tadbir  
 Pejabat Daerah, Seremban


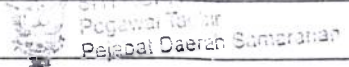


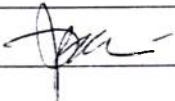
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
25/8/2015	- Today, I have been asked by En. Rozaimie	
Friday	to help him to do the slide presentation	
	Balance Score Card for En. Rais. The slide	
	presentation consists of the development projects	
	conducted throughout 2013 until 2015.	
	Among the development projects are,	
	"Projek mesra rakyat (PMR)" and	
	"Projek Baik Pulih & Bina Baru".	
	- My second task is to print out and binding	
	the final reports by En. Hadi, also on the	
	Balance score card matter, and he asked me	
	to print out 2 copies of the reports.	







Pegawai Tadbir  
 Pejabat Daerah Samarahan

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARK
1/9/2015 Tuesday	- My task for today is picking up the incoming calls from the customers.	
	- Besides that, I continue to do task from En. Rais, which is slide presentation for <del>the</del> balance score card report, which <del>is</del> is not complete yet. There are some activities / projects for 2014 that <del>are</del> are not recorded yet and I have to complete it by today.	
		
		



DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2/9/2015 wednesday	<p>- Today, I have been asked by En. Benjamin to fax the letter to inform all the guest who were invited to Mesyuarat Jawatankuasa Focus Group Pembasmian Kemiskinan Daerah Samarahan that the meeting postponed from <del>the</del> 9.30 a.m to 2.30 p.m.</p>	
	<p>- After that, I called all the agencies / departments that I have faxed the letter to, to ensure that they have received the letter.</p>	
	<p>- Besides that, I'm also picking up the incoming calls from the customers.</p>	
		

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
3/9/2015	-Today, I have been asked by Pn. Siti to <del>do</del>	
Thursday	assist Pn. Haniyot to do the record	
	for Adoption for the Year of 2012,	
	(Jan - June 2012), by using the format	
	given.	
		
		<small>           No. 100/2015            Page No. 100/2015            Page No. 100/2015         </small>

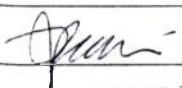
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
4/9/2015	- Today, I continue my task to do the	
Friday	record for adoption for the Year of 2012	
	( July - December 2012)	
	Comment : Through this task, it taught me to	
	be extra careful in entering the data	
	so that I <sup>will</sup> not make any mistakes that will	
	affect the records.	
		
		

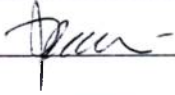

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARK
7/9/2015	- Today, I have been asked by En Hadi to	
Monday	do graph and statistics for Borang Penilaian	
	keberkesanan <del>and</del> for Seminar kepimpinan	
	Akar umbi Negeri Sarawak 2015. This task	
	involve the use of Microsoft Power Point	
	and Microsoft Excel.	
	- My second task is given by Tuan D.O	
	which he asked me to do the <sup>list</sup> <del>estimation</del>	
	for the guest for "Rakaman Rancangan	
	Raudhah Nasional fm" at The Summer Mall	
	Shopping centre, Kota Samarahan Sarawak	
	on 10 <sup>th</sup> September 2015, 1:30 pm.	
	The list of guest includes kmkk, <sup>villagers,</sup> parties, NGOs	
	and also government agencies at Samarahan.	
	Besides that, Tuan D.O also asked me to do	
	the estimation of budget for paying the	
	transportation of the kmkk and villagers	
	who stayed far from Summer Mall. There are	
	about 1,000 guest for this event.	
		
		 SITI ROHMAH BINTI WAHID Pegawai Tetap Pascat Daerah Samarahan

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
8/9/2015 Tuesday	<p>- Today, my first task is updating the list of guest who will attend "Rakaman Rancangan Roudhan Nasional fm". The list later given to Tuan D.O, En Rais and En Hadi for their reference, and action.</p>	
	<p>- After the list has been confirmed, I issued the letters to the guests (according to the list) and make phone calls to them to inform that they were invited and the information regarding the event.</p>	
		<p><i>[Handwritten Signature]</i></p>
		<p><i>[Stamp: SITI ROZANAH BINTI HANIFFA, Pegawai Tadbir, Pejabat Daerah Samarahan]</i></p>

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARK
9/9/2015 wednesday	- I continue to make call to the guest of the event "Rafaman Pancangan Raudhan Nasional fm" because some of them have not pick up when I called them yesterday.	
	- Distribute the Invitation letter to all kmkk who are on duty today. Besides that, I also explained <sup>in detail</sup> to them about the event and what they need to do when they arrive at the Summer mall.	
	- After that, I do the record for adoption for the year of 2011 (Jan - April) which there are 24 registrations were approved during that period.	
		
		



S	DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	<p>10/9/2015 Thursday</p>	<p>- Today, I continue to do a record for Adoption for the year of 2011 (May-December). There are 31 registrations for adoption were recorded <del>diff</del> at this period.</p>	
		<p>- At night, me and my officemates going to Summer Mall to ensure the smoothness of the event "Rakaman Rancangan Raudhah" and one of the task done was checking the list of guest and distribute some refreshement refreshment to them.</p>	
			<p> SITI ROHAYA BINTI WAHID Pegawai Tadbir Pejabat Daerah Samarang</p>

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
11/9/2015	- Today, I continue do record for adoption	
Friday	for the year of 2011 (May - Disember) which	
	I've not settled yet yesterday.	
	- After finishing my task, I was asked by	
	En. Kassim to help him to do some typing task	
	for him. [Nota / skema Detail Pengadilan	
	Execution Lompat Tali (LTUJ).]	
		
		
		SITI KHAIRAH BINTI MOHAMMAD Pegawai Tadbir Pejabat Daerah Banting

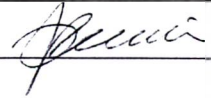





## COMMENTS

Overall, Nuzul has shown her talent and good attitude. She is a fast learner, helpful, committed and produce good result / outcome in what she's doing. Good luck and do the very best for your future.

Thank you very much from  
all of us (staffs and officers)



15/9/2015

 SITI NURHAYATI SIDIYASA  
Pegawai Tadbir  
Pejabat Daerah Samarang

Untuk Kegunaan Pejabat

P.M. No. ....Folio .....

Buku No. ....(Melayu/Dayak/Cina)

**SENARAI SEMAK PERMOHONAN SURAT KUASA MENTADBIR & SURAT PROBET**

Nama Simati : .....

Nama Pemohon : .....

Alamat : .....

No. Tel. : .....

**DOKUMEN-DOKUMEN YANG DIPERLUKAN**

1. Sijil Kematian [*1 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 (*Jika tidak dapat hadir bersama*) [*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-Waris terdekat [*salinan fotostat*]
7. Sijil Nikah [*1 salinan jika ada*]
8. ASET Semua harta benda yang dibawah nama gemulah simati [*salinan fotostat*] :-
  - a) Harta Tak Alih Geran Tanah. Memorandum Pindah Milik cagaran, sewaan Kaveat 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.

**SURAT SUMPAH**

Saya/Kami \_\_\_\_\_ No. Kad Pengenalan \_\_\_\_\_  
 dari \_\_\_\_\_  
 dengan sesungguhnya dan sebenarnya mengaku bahawa :-

- a) Saya/ Kami tidak pernah melaporkan perkara probet ini di Pejabat Daerah lain.
- b) Gemulah \_\_\_\_\_ meninggal dunia pada \_\_\_\_\_  
 tanpa wasiat/dengan wasiat di \_\_\_\_\_
- c) Saya/Kami adalah \_\_\_\_\_ kepada gemulah.  
 (Sebut hubungan persaudaraan)
- d) Gemulah meninggalkan waris-waris terdekat seperti berikut:-

BIL	Nama	No. KP	Umur	Hubungan Keluarga dengan Simati
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

- e) Saya/Kami ingin memohon Surat Kuasa Pentadbir atau Surat Probet dikeluarkan kepada saya/ Kami untuk mentadbir estet gemulah \_\_\_\_\_

Saya/Kami membuat Surat Akuan ini dengan kepercayaan bahawa apa-apa yang tersebut di dalamnya adalah benar menurut Undang-undang Surat Akuan, 1960.

**Diperbuat dengan sebenar-benarnya diakui oleh yang tersebut namanya diatas iaitu:**

\_\_\_\_\_)  
 \_\_\_\_\_)  
**di** \_\_\_\_\_)  
**pada tarikh** \_\_\_\_\_)

Di hadapan saya,

\_\_\_\_\_  
 ( Magistrate/Pesuruhjaya Sumpah)

**SURAT PERSETUJUAN  
(LETTER OF CONCERN)**

Dalam Perkara Harta-harta Allahyarham)/Mendiang \_\_\_\_\_

(In The matter of the Estate of the Late)

dari \_\_\_\_\_ yang telah meninggal dunia pada

(of) \_\_\_\_\_ (who died intestate on)

\_\_\_\_\_ di/at \_\_\_\_\_

melalui \_\_\_\_\_ yang didaftar pada tarikh \_\_\_\_\_

(vide) \_\_\_\_\_ ( which was registered on)

Saya/Kami yang bertandatangan di bawah ini, waris-waris kepada Allahyarham / Mendiang tersebut diatas dengan ini memberi persetujuan penuh bagi Suratkuasa Pentadbir diberi kepada;

(I/ We the undersigned being the heirs of the above –named deceased do hereby give my/our full concern to the grant of the Letter of Administration to );

BIL	(a) Nama (Name)		Umur (Age)	Hubungan Keluarga dengan Simati (Relationship with the deceased)	Tandatangan (Signature)
	(b) No. KP (IC No.)				
1	(a)				
	(b)				
2	(a)				
	(b)				
3	(a)				
	(b)				
4	(a)				
	(b)				
5	(a)				
	(b)				

\*Nota: Gunakan Borang yang satu lagi jika bilangan waris melebihi lima orang.

Tandatangan Saksi : \_\_\_\_\_  
(Signature of Witness)

Nama Saksi : \_\_\_\_\_  
(Name of Witness)

No.Kad Pengenalan : \_\_\_\_\_  
(Identity Card No.)

Alamat /Address : \_\_\_\_\_

Tarikh / (date) : \_\_\_\_\_

**MESTI DITANDATANGANI DI HADAPAN SAKSI, SAKSI HARUSLAH TERDIRI DARIPADA  
MAJISTRET/PEGUAM/PEGAWAI TADBIR/PENOLONG PEGAWAI TADBIR (P.T/P.PT) PESURUHJAYA  
SUMPAAH, KETUA MASYARAKAT atau KETUA KAUM)**



**PENGESAHAN DARIPADA KETUA MASYARAKAT/ KETUA KAUM**

Saya, Ketua Masyarakat/Ketua Kaum \_\_\_\_\_

No.KP \_\_\_\_\_ mengesahkan bahawa Encik/Cik/Puan

\_\_\_\_\_ No. KP \_\_\_\_\_

(nama waris)

adalah \_\_\_\_\_ kepada gemulah dan merupakan

(sebut hubungan dengan simati)

**WARIS TUNGGAL** kepada gemulah \_\_\_\_\_ melalui

(nama simati)

melalui Cabutan Dari Daftar Kematian \_\_\_\_\_ bertarikh \_\_\_\_\_

.....

**Tandatangan**  
**Ketua Masyarakat/Ketua Kaum**

**Tarikh :** \_\_\_\_\_

**Chop Jawatan**

**SURAT AKUAN**

Saya,.....pemegang Kad Pengenalan No.....  
berbangsa ..... dan kini beralamat di.....  
.....dengan sesungguh dan sebenarnya mengaku bahawa saya telah melahirkan anak yang lahir di luar nikah.

2. Seterusnya saya mengaku bahawa anak itu adalah anak ..... di lahirkan pada.....  
di..... (*Jantina*)  
..... dan diberi nama sebagai .....  
..... (*Tempat*)  
seperti mana telah dilaporkan melalui bil. Resit/Sijil Kelahiran No. .... bertarikh  
..... yang dikeluarkan oleh Jabatan Pendaftaran Negara .....

3. Tujuan saya membuat Surat Akuan ini adalah untuk mengesahkan bahawa .....  
..... (*Nama Anak*)  
..... adalah anak yang lahir di luar nikah dan tidak mempunyai ayah yang sah;

4. Dan saya membuat Surat Akuan ini dengan kepercayaan bahawa apa-apa yang tersebut di dalamnya adalah benar serta menurut Akta Akuan Berkanun 1960.

Diperbuat dan sesungguh-sungguhnya diakui  
oleh yang tersebut namanya di atas iaitu:-

..... )  
..... )  
di ..... )  
..... )  
Negeri Sarawak, Malaysia )  
..... )  
pada ..... haribulan.....20..... )

Di hadapan saya,

.....  
(Majistret/Pesuruhjaya Sumpah)

**BORANG 2**  
**(Seksyen 5, 6, dan 23)**  
**KERAJAAN NEGERI SARAWAK**

**ORDINAN PERNIAGAAN, PROFESION DAN PERLESENAN PERDAGANGAN**  
**(THE BUSINESS, PROFESSIONS DAN TRADES LICENSING ORDINANCE)**

**PERMOHONAN UNTUK LESEN PERDAGANGAN**

- 1. (a) Nama Pemohon.....  
(b) Nama bagi lesen dikeluarkan jika tidak menggunakan pemohon .....
- 2. Nama Perniagaan .....
- 3. Jenis Perniagaan .....
- 4. Tempat perniagaan dijalankan .....
- 5. Alamat urusan pemakluman jika berlainan dengan (4) di atas .....
- 6. Jika Perniagaan telah/hendak dimulakan selepas 1 Januari pada tahun permohonan ini dibuat, nyatakan tarikh permulaan perniagaan.....

Saya memohon Lesen Perdagangan untuk perniagaan seperti yang dinyatakan di atas dan

**DENGAN INI SAYA MENGAKU BAHAWA** saya bercadang untuk membuat pembayaran setahun/setengah tahun sekali.

Tarikh : .....

.....  
Tandatangan Pemohon

**DENDA BAGI PENGAKUAN PALSU**

Di bawah seksyen 18 sesiapa yang membuat kenyataan palsu mengenai apa-apa maklumat atau dengan cara mmeninggalkan sebarang maklumat manakala dia mengetahui atau ada sebab untuk mempercayai kenyataan itu palsu, dia akan dianggap melakukan kesalahan dan didenda sebanyak seribu ringgit dan dipenjara selama 6 bulan.

Nota : Permohonan yang berasingan diperlukan bagi tiap-tiap jenis perniagaan.

**Untuk Kegunaan Pejabat Sahaja**

No. Permohonan	No. Pendaftaran Nama Perniagaan	Jenis	Bayaran Tahunan	Kuantiti Lesen Dikeluarkan

\*Potong yang tidak berkenaan.



# **JAWATANKUASA PENGELOLA**

*dengan segala hormatnya mempersilakan*

## **SILA LIHAT SENARAI AGIHAN**

*hadir ke*

**RAKAMAN RANCANGAN RAUDHAH NASIONAL fm**  
*Di* **THE SUMMER MALL SHOPPING CENTRE, KOTA SAMARAHAN**  
**SARAWAK**

*Pada* **10 September 2015** *jam* **7.30 Malam**

### **Aturcara**

- 7.30 malam ... Ketibaan tetamu jemputan
- 8.10 malam ... Ketibaan Pengarah Bahagian Program Radio
- 8.15 malam ... Ketibaan YB Dato Sri Haji Mohamad Ali Bin Mahmud,  
ADUN N.15 Muara Tuang  
... Negaraku  
... Bacaan Doa oleh Ustaz Abdul Ghani Bin Mail  
... Persembahan Kumpulan Nasyid Khalifah SMKA Tun Ahmad Zaidi,  
Kuching  
... Ucapan YB Dato Sri Haji Mohamad Ali Bin Mahmud,  
ADUN N. 15 Muara Tuang  
... Rakaman Raudhah dimulakan

#### **Penceramah Undangan :**

Ybhg. Ustaz Harryanto Rizal Rokman

Tajuk : **“Aku, Kamu, Kita dan Malaysia”**

... Sesi Bergambar

... Bersurai

## **Agihan (Ketua Masyarakat & Ketua Kaum Muslim)**

**Semua KMKK dikehendaki untuk membawa bersama beberapa orang untuk hadir ke majlis tersebut seperti berikut:-**

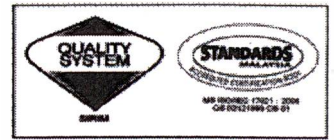
1. Temenggong Hj. Chek Bin Bujang, Kpg. Tg. Apong (4 orang)
2. Pemanca Hj. Ahmad bin Haji Johari, Kpg. Meranek (4 orang)
3. Penghulu Hj. Sajili b. Hj. Busrah, Kpg. Sindang Baru (20 orang)
4. Penghulu Hj. Dahari bin Man, Kpg. Tg. Bundong (20 orang)
5. Penghulu Hj. Basuni bin Seman, Kpg. Meranek (4 orang)
6. Penghulu Hj. Ali bin Odik, Kpg. Tg. Parang (4 orang)
7. Penghulu Sunip bin Adis, Kpg. Baru (4 orang)
8. Penghulu Hj. Mahdi bin Johan, Kpg. Niup (4 orang)
9. Penghulu Hj. Awg. Mohamad bin Awg. Jamel, Kpg. Endap (4 orang)
10. Penghulu Hj. Seli b. Hassan, Kpg. Pengkalan Kuap (4 orang)
11. Penghulu En. Semawi bin Sulong, Kpg. Pinang (4 orang)
12. KK Hj. Ellen bin Mustapha, Kpg. Sg. Mata (4 orang)
13. KK Umar bin Ayub, Kpg. Tambey (4 orang)
14. KK Junit bin Mail, Kpg. Naie Lama (4 orang)
14. KK Hj. Kechil bin Hassan, Kpg. Tanah Putih (4 orang)
15. KK Kosoi bin Ujo, Kpg. Nakong (4 orang)
16. KK Hj. Abg. Latif b. Abg. Tadris, Kpg. Bangka Semong (4 orang)
17. KK Haji Sini b. Hj. Sani, Kpg. Bukit Berangan (4 orang)
18. KK Hj. Razali bin Drus, Kpg. Tg. Tuang (4 orang)
19. KK Bujang bin Hassan, Kpg. Empila (4 orang)
20. KK Saraee bin Hj. Konen, Kpg. Tg. Bundong Fasa I (20 orang)
21. Kapt. (B) Haji Hadzli bin Hj. Awi, Kpg. Tg. Bundong Fasa 2 (20 orang)
22. Zakaria bin Sama, Kpg. Muara Tuang (20 orang)
22. En. Paidi bin Kassim, Timb. Pengerusi JKKK Stakan Melayu (4 orang)
23. Hj. Hassan bin Ojek, Timb. Pengerusi JKKK Kpg. Mang (4 orang)



**PEJABAT DAERAH  
SAMARAHAN  
94300 KOTA SAMARAHAN  
SARAWAK**

Telefon Am: 082-671105 / 671378  
Faks: 082-671042

Laman Web: <http://www.samarahando.sarawak.gov.my>



Pemegang Tempoh Perlesenan  
Kategori Pejabat Kerajaan  
Kategori Kualiti Sistem Sarawak 2009  
Pemegang Tempoh Perlesenan  
Kategori Pejabat Kerajaan  
Kategori Kualiti Perkhidmatan Awam Sarawak 2010

Ruj. Kami : 11/DOS/S/1(2)

Tarikh : 11 Ogos 2015

Kepada : *Sila lihat senarai agihan*

*Tuan,*

**Mesyuarat Sempena Sambutan Hari Sukan Negara  
Peringkat Daerah Samarahan 2015**

Dengan segala hormatnya perkara tersebut di atas adalah dirujuk

2. Sehubungan itu sukacitanya dimaklumkan bahawa tuan adalah dijemput untuk hadir ke Mesyuarat Sempena Sambutan Hari Sukan Negara Peringkat Daerah Samarahan 2015 pada tarikh, masa dan tempat seperti berikut:-

**Tarikh : 17 Ogos 2015 (Isnin)**  
**Masa : 10.00 Pagi**  
**Tempat : Bilik Mesyuarat, Pejabat Daerah Samarahan**

3. Kehadiran dan kerjasama pihak tuan amatlah dihargai dan didahului dengan ucapan terima kasih.

Sekian.

**" BERSATU BERUSAHA BERBAKTI "**

**" AN HONOUR TO SERVE "**

  
**(MOHD. AINNIE BIN HAJI WAHAB)**  
Pegawai Daerah  
Samarahan

KAJISELIDIK MAKLUMBALAS PROGRAM "SAMARAHAN BIKE CHALLENGE" 2015

<b>No. soalan</b>	<b>Ya</b>	<b>Tidak</b>	<b>Kurang Pasti</b>
1	162	-	4
2	162	3	1
3	133	3	30
4	155	1	10
5	155	1	10
6	161	2	3
7	162	2	2
8	155	1	10

➤ Jumlah keseluruhan borang: 166

**BORANG PENILAIAN KEBERKESANAN PROGRAM LATIHAN/TAKLIMAT/KURSUS/SEMINAR (KETUA MASYARAKAT/KETUA  
KAUM/JKKK)**

TAJUK PROGRAM: SEMINAR KEPIMPINAN AKAR UMBI NEGERI SARAWAK 2015

PENGANJUR: JABATAN KETUA MENTERI DENGAN KERJASAMA R & DO SAMARAHAN DAN INFRA SARAWAK

TARIKH PROGRAM: 15-16 JUN 2015

TEMPAT: FOUR POINTS BY SHERATON HOTEL, KUCHING

SKOR										
SEBELUM					SELEPAS					
Bil.	Sangat Tidak Baik	Kurang Baik	Sederhana	Baik	Sangat Baik	Sangat Tidak Baik	Kurang Baik	Sederhana	Baik	Sangat Baik
1	(1) 1	(2) 21	(3) 68	(4) 24	(5) 2	(1) -	(2) 3	(3) 10	(4) 71	(5) 32
2	2	11	66	34	3	-	3	15	68	30
3	0	17	49	44	6	1	-	12	58	45

➤ Jumlah keseluruhan borang: 116