

MPC (APO)100.2/7

Mr. Izzul Ikhwan Bin Ishak

Manager
Malaysia Productivity Corporation (MPC)
Lorong Productivity, Jalan Sultan
42600 Petaling Jaya
Selangor

Encik Izzul Ikhwan,

24-IP-01-GE-TRC-A

: Training Course on Good Regulatory Practices, 23 – 27 September 2024, Philippines.

Congratulations on your acceptance to the above programme by the Asian Productivity Organization (APO).

2. On behalf of the Asian Productivity Organization (APO), I am pleased to inform that you have been selected to participate in the program above. Enclosed with this letter is a copy of the "Letter of Acceptance" for your further action.
3. Please note that you are responsible for the following:

- i) Visa (if necessary)

Please refer to the APO Secretariat (MPC) for visa application. All expenses related to visa to be borne by the participant.

- ii) Insurance

Travel insurance with a minimum coverage value of USD10,000.00 to cover accident, illness, hospitalization, death, and specific expenses related to COVID-19 such as medical treatment, extension of stay due to quarantine, and flight rescheduling/cancellation, if applicable. Participants are required to submit copies of insurance certificates to the APO Secretariat prior to departure.

- iii) Flight Arrangement

All flight bookings will be made by MPC. The APO secretariat will bear the cost of your flight tickets and accommodation in Manila, Philippines.

iv) Other Important Points:

- a) Please ensure that you arrive in Manila on time.
- b) Last minute withdrawals and no-shows result in unnecessary expenses and therefore you are requested to inform the APO and MPC at least a month before the programme if you should become unable to take part in the project and state the reason.
- c) You are NOT ALLOWED to bring any family members during the official project.
- d) You are requested not to engage in personal business activities while the official project is in progress

4. For more information on the matters above, please refer to the Project Circular sent by APO. All other enquiries can be made by contacting the APO Liaison Officer for Malaysia, Ms Abigail at 012 5396 594 or via email: abigail@mpc.gov.my

Thank you.

'DRIVING PRODUCTIVITY OF THE NATION'

Yours sincerely,



(Mr. Zahid Ismail)
Director General
Malaysia Productivity Corporation