



Ref. No.: 24-CP-61-GE-TRC-A-LC2402173-001

02 October 2024

Muhammad Idham Bin Mohd Zain  
Senior Manager  
Modern Management & Technology  
Malaysia Productivity Corporation  
Lorong Produktiviti, Off Jalan Sultan  
Petaling Jaya, Selangor, 46200  
Malaysia

## Letter of Acceptance

24-CP-61-GE-TRC-A

Training Course on Digital Kaizen for SMEs

Upon the recommendation of the concerned Director of the Governing Body of the Asian Productivity Organization (APO), I have the pleasure of accepting you to participate in the above project, in accordance with the following conditions:

Duration of the Project:	11–15 November 2024
Venue(s):	Tokyo, Japan
Implementing Organization(s):	Japan Productivity Center
Round Trip Economy Class International Travel Fare:	To be met by the APO
Hotel Accommodation:	To be met by the APO for up to 6 days
Per Diem Allowances:	To be met by the APO for up to 6 days
Participating Country Expenses Payable to the APO:	Not applicable
Visa Application:	The letter of acceptance must be presented when applying for a visa
Participant's Arrival Date:	One day before commencement of the project
Insurance Coverage and Observance of Regulations:	As specified in the Implementation Procedures

A handwritten signature in black ink, appearing to read 'Dr. Indra Pradana Singawinata'.

Dr. Indra Pradana Singawinata  
Secretary-General