

MPC (APO)100.2/7

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Puan Shanthini Tamadoram,

25-IP-10-GE-WSP-A

**Workshop on Policy Ecosystem Development
for Startups, 13 – 16 May 2025, Mongolia**

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 liaise with the APO Secretariat at MPC regarding visa applications (if applicable). All visa-related expenses shall be borne by the participant.

ii) **Insurance**

Participants are required to obtain **comprehensive travel insurance** with a **minimum coverage of USD10,000** to cover accidents, illness, hospitalization, and other travel-related risks. A copy of the insurance certificate must be submitted to the APO Secretariat before departure.

iii) **Flight Arrangement**

All flight bookings will be coordinated by MPC. The APO Secretariat will cover the costs of airfare and accommodation in Ulaanbaatar for the duration of the program.

iv) **Other Important Points**

- a) Ensure timely arrival in Ulaanbaatar before the commencement of the program.
- b) Inform APO and MPC (at least one month in advance) if you are unable to participate, providing valid reasons to avoid unnecessary expenses.
- c) Family members are **not allowed** to accompany participants during the official program.
- d) Personal business activities are **not permitted** while the program is in session.

4. Please refer to the official Project Circular issued by APO for more detailed information. For any further assistance, you may contact 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