

MPC (DMO) 800-1/1/37

3 November 2020

Ms. Noeline Chanan Singh  
 No 20, Jalan 10/3, Seksyen 10,  
 46000 Petaling Jaya, Selangor.

Ms.Noeline,

**APPOINTMENT AS A MINUTES WRITER AND A PROOFREADER FOR PRIVATE HEALTHCARE PRODUCTIVITY NEXUS (PHPN) MEETING USING VOICE RECORDING FILE.**

The above subject refers.

We are pleased to inform that Malaysia Productivity Corporation (MPC), a statutory body under the Ministry of International Trade and Industry (MITI) would like to appoint you as MPC's Minutes Writer and proofreader for Private Healthcare Productivity Nexus (PHPN) meeting based on voice recording file as follows:

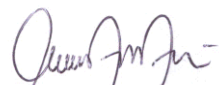
1.	<b>No. of Minutes Meeting (Writer)</b>	:	<b>6 PHPN Meetings</b>
2.	<b>No. of Documents (Proofread)</b>	:	<b>5 Documents</b>
3.	<b>Duration</b>	:	<b>Nov – Dec 2020</b>
4.	<b>Payment terms:</b>	:	
	<b>Minutes Writer</b>		<b>RM 150 x 5 pages x 6 Minutes meeting = RM 4,500.00</b>
	<b>Proofreader</b>		<b>RM 150 x 6 pages x 5 documents = RM 4,500.00</b>

2. Should you agree with the offer, please return the acceptance of the offer to MPC by signing off the "Acceptance of Offer" form in the accompanying page. Any inquiries regarding this matter please contact Safarwan Mohd Suhaimi 019- 4434801 or e- mail [safarwan@mpc.gov.my](mailto:safarwan@mpc.gov.my).

Thank you.

**"DRIVING PRODUCTIVITY OF THE NATION"**

Yours sincerely,



(Nur Syafina Anuar)  
 For Director General  
 Malaysia Productivity Corporation (MPC)