



PERBADANAN PRODUKTIVITI MALAYSIA (MALAYSIA PRODUCTIVITY CORPORATION)

Peti Surat 64, Jalan Sultan, 46904 Petaling Jaya, Selangor D.E Malaysia

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Lorong Produktiviti, Off Jalan Sultan, 46200 Petaling Jaya, Selangor D.E. Malaysia

<http://www.mpc.gov.my>



(Badan Berkanun di bawah Kementerian Perdagangan Antarabangsa dan Industri – MITI)

MPC (DMO) 600-3/2/18

5 November 2020

Puan Nur Aliah Manshor
No. 2-10-9, Pangsapuri Kemuning Aman,
Seksyen 32,
40460 Shah Alam
Selangor.

Puan,

**APPOINTMENT AS COORDINATOR FOR ELECTRICAL AND ELECTRONICS
TECHNOLOGY ADOPTION MENTORING (EETAM)**

With reference to the above subject, Malaysia Productivity Corporation (MPC) would like to appoint you as project coordinator for the project as detailed below:

Program	Electrical and Electronics Technology Adoption Mentoring (EETAM)
Period	November – December 2020
Payment Terms	RM200.00 / company
Project Duration	2 Months
Scope of Work	Terms of Reference (TOR) as per Appendix 1

2. Should you agree with the offer, please respond to MPC by signing the Acceptance Form as per appendix 2.

3. Any inquiries regarding this matter please contact Ms. Lee Wan Wei (012-295 5105 [/wanwei@mpc.gov.my](mailto:wanwei@mpc.gov.my)) or Mr Aiman Zakwan Zahari (014-2700260/aiman@mpc.gov.my)

Thank you.

“DRIVING PRODUCTIVITY OF THE NATION”

Yours sincerely

(SUHAIMI HAMAD)

Director

Productivity Growth Division for Director General
Malaysia Productivity Corporation (MPC)

TERMS OF REFERENCE (TOR)

PROJECT COORDINATOR FOR ELECTRICAL AND ELECTRONICS

TECHNOLOGY ADOPTION MENTORING (EETAM)

1.0 Purpose of the Assignment

The purpose of this assignment is to appoint a project coordinator for Electrical and Electronics Technology Adoption Mentoring (EETAM)

2.0 Scope of Work

- 2.1** Preparing of tools and applications to support work process
- 2.2** Coordinate Mentoring Sessions and Reporting
- 2.3** Process and submit applications
- 2.4** Work with mentors to schedule mentoring sessions
- 2.5** Compile and file mentoring reports, including I4.0 implementation blueprints and roadmaps
- 2.6** Share reports to Company

3.0 Document Formatting

- 3.1** The document must be written in English Language.
- 3.2** Format of document must be referred to MPC.

4.0 Project Duration

- 4.1** The duration for this programme is on November to December 2020

5.0 Payment Terms

- 5.1** The coordinator will be paid RM200.00 per company

Prepared by:

Malaysia Productivity Corporation (MPC)

Appendix 2: Acceptance Form

Director General
Malaysia Productivity Corporation (MPC)
P.O. Box 64, Lorong Produktiviti
off Jalan Sultan 46904
Petaling Jaya, Selangor
(Attention: Puan Lee Wan Wei)

ACCEPTANCE AS COORDINATOR FOR ELECTRICAL AND ELECTRONICS TECHNOLOGY ADOPTION MENTORING (EETAM)

With regards to the above matter, I agree to be the coordinator for EETAM, as offered by Malaysia Productivity Corporation (MPC).

Name	
Designation	
I.C. Number	
Email Address	
Mobile Number	
Bank Name	
Account Number	

Thank you.

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Name:

Date: