



MPC.600-7/3/69

14 February 2021

Romaiza binti Ab Rahman

No. 15, Jalan SE 6, Park Villa,
Sunway Eastwood, Taman Equine,
43300 Seri Kembangan, Selangor.

Ms Romaiza,

LETTER OF APPOINTMENT AS A WRITER PROMOTION AND COMMUNICATION CONTENT'S WRITER FOR NATIONAL COMPETITIVENESS SECTION PROGRAMMES 2021

Malaysia Productivity Corporation (MPC) is a statutory body under Ministry of International Trade and Industry. Amongst the initiatives taken by MPC to drive our nation to be more productive and competitive is to promote good practices in regulatory process to the public.

2. Thus, MPC would like to appoint you to be writer for promotion and communication content for National Competitiveness section programme. Attached herewith is the terms of reference (TOR) for your reference.

3. Should you accept the offer, please complete and return the Acceptance Letter as per attachment to MPC latest by 18th February 2021. Any inquiry regarding this matter please do not hesitate to contact Mr. Khairul Hakimin at 019-2183483 (Mkhairul@mpc.gov.my).

Thank you.

“DRIVING PRODUCTIVITY OF THE NATION”

(MOHAMMAD AZROL MOHAMAD DALI)

Deputy Director
Malaysia Productivity Corporation (MPC)

TRANSFORMATION . INNOVATION . PARTNERSHIP

(Sila rujuk bilangan surat ini apabila menjawab)

**TERMS OF
REFERENCE
(TOR)**

MPC will commission Romaiza binti Ab Rahman to write Press Release subject to the following terms and conditions:

SCOPE OF WORK

1. Provides 20 entries to be uploaded in MPC social media which consists of 10 entries in English and 10 entries in Bahasa Malaysia.
2. Prepare six (10) press release consisting of five (5) statements in English and five (5) statements in Bahasa Malaysia.
3. Prepare four (4) speech inputs for selected programmes.
4. All these tasks is within three (3) months until 31 April 2021.

Terms of Payment:

Payment will be made after all assignments are executed through Government Order and after the invoice is received from you within 14 working days

If you agree upon the terms and conditions mentioned above, please sign the reply slip and email it to Mkhairul@mpc.gov.my.

BORANG PERSETUJUAN

**LETTER OF ACCEPTANCE
APPOINTMENT AS A WRITER PROMOTION AND COMMUNICATION CONTENT'S
WRITER FOR NATIONAL COMPETITIVENESS SECTION PROGRAMMES 2021.**

To:

Director General
Malaysia Productivity Corporation (MPC)
P.O. Box 64, Jalan Sultan
46904 Petaling Jaya, Selangor.
(Attn: Mr. Hakimin Zainoor – mkhairul@mpc.gov.my)

**RE : APPOINTMENT AS A WRITER PROMOTION AND COMMUNICATION CONTENT'S
WRITER FOR NATIONAL COMPETITIVENESS SECTION PROGRAMMES 2021.**

I hereby confirm and accept the terms stated in your Letter of Appointment (MPC.600-7/3/69) dated 14 February 2021 as Facilitator for the above-mentioned project.

Details of payment are as follows:

NRIC :

Account Number :

Bank :

E-mail :

Yours sincerely,

Name :

Date :