



MPC (PCD) 100-14/1/18

28 Januari 2020

**Jamaliah Daud**

No. 2, Jalan Teratak U8/96G  
Bukit Jelutong, Shah Alam,  
40150 Selangor Darul Ehsan

Puan,

**APPOINTMENT AS SPEECH AND MINUTES MEETING WRITER  
TECHNICAL WORKING GROUP ON DEALING WITH CONSTRUCTION  
PERMITS (TWGDCP) NO.1/2021**

Malaysia Productivity Corporation (MPC) as the secretariat to the Technical Working Group for Dealing with Construction Permits (TWGDCP) has tasked to conduct TWGDCP Meeting no.1/2021 on 29 January 2021.

2. In relation to the matter above, MPC would like to appoint you as speech and minutes writer as follows:

Title : TWGDCP Meeting no.1/2021  
Date : 29 January 2021  
Scope of Work : As per Appendix 1  
Fee : RM 200 per page

3. Should you accept the offer, please complete and return the Acceptance Letter as per attachment to MPC latest by 29 January 2021. Any inquiry regarding this matter please do not hesitate to contact Mr. Khairul Hakimin at 019 2183483 ([mkhairul@mpc.gov.my](mailto:mkhairul@mpc.gov.my)).

Thank you.

**DRIVING PRODUCTIVITY OF THE NATION**

Yours sincerely,

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**(MARIATUL AF-IDA MOHD TAJUL ARIFFIN)**

for Director General  
Malaysia Productivity Corporation (MPC)

**Project Title** : **TECHNICAL WORKING GROUP ON DEALING WITH CONSTRUCTION PERMITS (TWGDCP) Bil 1/2021**

**Services Requires** : **Writer for Speeches & Minutes of Meeting**

**Scope of Works** :

1. Work with secretariat and other senior staff to determine key points, themes, positions and core messages for speeches and public statements;
2. Advise on strategic opportunities for speeches and public statements;
3. Develop outline with compelling narrative, including relevant examples of BI activities;
4. Based on secretariat feedback, flesh out a well-structured full draft speech/statement reflecting the voice and vision of the PEMUDAH AND TWGDCP;
5. Research, verify content, and transform complex concepts into clear, meaningful and influential communications;
6. Gather and write Input for TWGDCP meeting.

<b>BIL.</b>	<b>SCOPE OF WORK</b>	<b>PAGES</b>
1.	Co Chair PEMUDAH Speech	3
2.	Co Chair TWGDCP Speech	3
3.	Minutes of Meeting	10*

*\* Note: Estimation*

*According to duration of the meeting*

**LETTER OF ACCEPTANCE**

**APPOINTMENT AS SPEECH AND MINUTES MEETING WRITER  
ON TECHNICAL WORKING GROUP ON DEALING WITH CONSTRUCTION PERMITS  
(TWGDCP) NO.1/2021**

To:

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

**RE : APPOINTMENT AS SPEECH AND MINUTES MEETING WRITER  
TECHNICAL WORKING GROUP ON DEALING WITH  
CONSTRUCTION PERMITS (TWGDCP) NO.1/2021**

I hereby confirm and accept the terms stated in your Letter of Appointment (MPC.100-14/1/18) dated 28 January 2021 as speech and minutes meeting writer for the above-mentioned project.

Details of payment

are as follows:

NRIC	:
Account Number	:
Bank	:
E-mail	:

Yours sincerely,

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Name :  
Date :