



Sustainable Energy Development Authority Malaysia (SEDA Malaysia)

Galeria PJH, Aras 9, Jalan P4B, Persiaran Perdana, Presint 4, 62100 Putrajaya
T: +603 - 8870 5800 F: +603 - 8870 5900 E: info@seda.gov.my

Application Form for Re-sit Exam of SEDA Malaysia Off-Grid Photovoltaic (PV) Systems Design Course

1. Please complete the form. Tick and /or clearly write the required information

Re-sit Session Code: _____ Resit Session Date: _____

Participant Information

Full Name (as in IC/Passport): _____

Title / Salutation: _____

IC/Passport No : _____ Nationality: _____

Gender: Male Female Date of Birth : _____

Phone No.: _____ Handphone No.: _____

E-mail: _____

Organisation Information

Company/Organisation Name: _____

Organisation Address: _____

Postcode: _____ City: _____

State: _____

Office Tel. No.: _____ Office Fax No.: _____

Office Website: _____

3. Please register my name as (kindly tick ONE only):

- Re-sitting for local participant on Theory only: RM300.00
- Re-sitting for local participant on Practical only: RM300.00
- Re-sitting for local participant on Theory and Practical: RM600.00

- Re-sitting for International participant on Theory only: RM400.00
- Re-sitting for International participant on Practical only: RM400.00
- Re-sitting for International participant on Theory and Practical: RM800.00

** The fee is including 0% of GST*



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4. Course and Re-sit exam information

	Date / Place taken	Practical mark (Pass/Fail)	Theory mark (%)
Full course – 1 st time			
Full course – 2 nd time			
Full course – 3 rd time			
Re-sit – 1 st time			
Re-sit – 2 nd time			
Re-sit – 3 rd time			

Declaration

1. I understand that while SEDA Malaysia takes due precaution in the safety of the course participants, SEDA Malaysia shall not be liable or held accountable in any way for any accidents or mishaps that occur in the course of the training. I agree that I shall be responsible for my own safety in particular during the practical exercises which involve live electrical wiring and physical endurance.
2. I understand that I am expected to behave in a polite and appropriate manner and adhere to SEDA Malaysia's rules and requirements when attending courses. SEDA Malaysia reserves the right to exclude participants or terminate my participation in the event of any disruptive, abusive or threatening behavior by an individual or group of participants. In such an event, no refund of fees will be payable.
3. I have read all the information with respect to this course and confirm that I meet all the requisites as listed above and that I agree to comply with all the terms and conditions set out herein as well as all the safety requirements of SEDA Malaysia and that of any institution appointed by SEDA Malaysia and to follow the directions of the staff and trainer(s) while undertaking the course. Failing which SEDA Malaysia and the host appointed by SEDA Malaysia reserves the right to terminate / reject / nullify my application without reimbursement of fees.
4. I understand that any postponement of my participation must be made at least one (1) month before the re-sit exam date failing which the fees paid will be forfeited.
5. I hereby confirm that the information provided is true and correct.



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Name:
IC/Passport No.:
Date:

Fee Payment Information

Please email or fax the payment slip or photocopy of cheque (together with the bank-in slip) as proof of payment with the completed Application Form accordingly to the respective institution training administrator or email to pvtraining@seda.gov.my

Universiti Teknologi MARA (UiTM)

- Account No : 105140003299
- Bank's Name : Affin Bank Berhad Cawangan UiTM, Aras 2, Menara Sultan Aziz Shah Universiti Teknologi MARA, 40450 Shah Alam, Selangor Darul Ehsan
- Payee : Bendahari Universiti Teknologi MARA (UiTM)
- Being : Payment for SEDA Malaysia Off-Grid PV Systems Design Course
- Swift code : PHBMMYKL
- Address : Bendahari Universiti Teknologi MARA, Zon 17, Unit Kewangan (Perundingan) Aras 2, Bangunan Wawasan, UiTM Shah Alam, 40450 Shah Alam, Selangor.
(Attn: Training Administrator)
- Email: langgarimon@gmail.com
- Tel: 603-5521 1992/94, Fax: 603-5521 1990

OR

Pusat Latihan Proaktif

- Account No : 2111 460001 4657
- Bank's Name : RHB Berhad
- Payee : Proaktif Electrical Sdn Bhd
- Being : Payment for SEDA Malaysia Off-Grid PV Systems Design Course
- Address : Pusat Latihan Proaktif, Lot 2331 – 2335, Jalan Simen Raya, Pending Industrial Estate, 93450 Kuching, Sarawak
(Attn: Training Administrator)
- Email: admin@plproaktif.edu.my
- Tel: 082-480 868 / 082-347 868 / 082-552 096



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Important Terms and Conditions

1. For those participants who pay using Local Orders (LOs), all LOs must be received by the training administrator by the end of the examination day, failing which, SEDA Malaysia reserves the right to withhold any results/certificates and all other related matters.
2. Each participant will have to email or fax his/her payment slip or photocopy of cheque (together with the bank-in slip) as proof of payment to the respective institution training administrator or email to pvtraining@seda.gov.my.
3. For those participants who pass, all certificates shall only be made available after all payments have been cleared regardless of mode of payment.
4. All payments must be received and cleared at least two (2) weeks before the start of the registered training date.
5. Any postponement by a participant can only be requested in writing to the training administrator at least one (1) month before the training date. A participant is not allowed to postpone his/her training date if he/she is unable to find a replacement by one (1) month before the start of the registered training date.
6. Limited to only 16 participants per training session. The registration will only be confirmed upon receipt of the applicable fees and has met all the requirements.
7. Cancellation of re-sit exam session will be subjected to the respective institutions' discretion. SEDA Malaysia is not responsible if there is any cancellation of the re-sit session. However participant will be notified of the cancellation TWO weeks before the class begins and have the option of refund or reschedule to another date. All of the administrative part of this will be done by the respective institutes and please contact them for more info.