



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 SEDA Malaysia Energy Management in Building

1. Please complete the form accordingly.

Participant Information

Full Name (as in IC/Passport): _____
IC/Passport No : _____ Nationality: _____
Gender: ☐ Male ☐ Female Date of Birth : _____
Address: _____
Postcode: _____ City: _____
State: _____
Phone No.: _____ Handphone No.: _____
E-mail: _____
Highest Level of Education: ☐ PhD ☐ Masters
☐ Bachelor Degree ☐ Diploma
☐ Others: _____
Disipline / Major in: _____
No. of Years Experience in Energy Efficiency : _____ years

Organisation Information

Company/Organisation Name: _____
Organisation Address: _____
Postcode: _____ City: _____
State: _____
Office Tel. No.: _____ Office Fax No.: _____

2. Entry requirements (please check):

- I am / have:
 - ☐ above 21 years of age;
 - ☐ minimum of Sijil Pelajaran Malaysia, Diploma in Engineering / Engineering Technology or Degree (BSc.) in Science Physics / Applied Physics / Industrial Physics or equivalent as recognized by SEDA Malaysia;
 - ☐ some knowledge of safe work practices;
 - ☐ sufficient mathematics skills for solving standard problems;



- ☐ reading skills for comprehending technical subject matter;
- ☐ able to read and understand English;
- ☐ covered with proper recognized medical health insurance
- ☐ will give safety as utmost priority
- ☐ follow all rules and regulations from the organizer
 - have knowledge and skills in:
 - ☐ electricity, electrical terms and common formula;
 - ☐ working knowledge of tools and meters used in the installation and maintenance of electrical systems; and basic customer education and service practices.
- ☐ declare all the information is correct and that I am fit and eligible to attend the course.

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 during the training.
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 host 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 reserved the right to terminate / reject / nullify my application without reimbursement of fees.
4. I also understand that the **training fee is not refundable**. Any postponement of my participation must be made at least one (1) month before the training date. I am not allowed to postpone the training dates if I am unable to find a replacement by the date falling one (1) month before the registered training.



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5. I hereby confirm that the information provided is true and correct.

.....
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 hambali@seda.gov.my.*

Training Administrator : SEDA MALAYSIA

- Account Owner : Sustainable Energy Development Authority Malaysia
- Account No. : 8600308067
- Bank Name & Address : CIMB Bank Berhad
- Swift Code : CIBBMYKL
- Being : Payment for SEDA Malaysia Energy Management in Building
- Contact Person
 1. Mr. Mohd Shah Hambali Arifin / Pn. Azaidah Burhan
03 – 8870 5800 (ext. 5849)

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 hambali@seda.gov.my.
3. For those participants who complete the course, all certificates shall only be made available after all payments have been cleared regardless of mode of payment.



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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. The registration will only be confirmed upon receipt of the applicable fees and has met all the requirements. A company may register more than one participant. However; priority will be given to only two participants per company. Subsequent registered participant(s) may be accepted depending on the availability of seats closer to the training date.
7. Cancellation of classes will be subjected to the respective institutions' discretion. SEDA Malaysia is not responsible if there is any cancellation of class. 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.