



Sustainable Energy Development Authority (SEDA) Malaysia
Pihak Berkuasa Pembangunan Tenaga Lestari Malaysia

Aras 6, Cyberview 23 A, Persiaran APEC, Cyber 6, 63000 Cyberjaya, Selangor
T : +603-8870-5800 F : +603-8870-5900 E : info@seda.gov.my

APPLICATION FORM

SEDA Malaysia Operation & Maintenance of Biogas Plant Course

1. Please complete the form accordingly.

Course Code: _____

Course Date: _____

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: _____

¹Highest Level of Education: ☐ PhD ☐ Masters

☐ Bachelor Degree ☐ Diploma

☐ Others: _____

¹Note: Please provide evidence of your level of education.

Disipline / Major in: _____

Working Experience in biogas industry: _____ years

Organisation Information

Company/Organisation Name: _____

Organisation Address: _____

Postcode: _____ City: _____

State: _____

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



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Registration Information

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

- ☐ New participant: RM3,500.00
Repeat participant: RM3,500.00

** The fee is excluding Sales and Service Tax*

3. Entry requirements (please check):

- I am / have:
 - ☐ above 18 years of age;
 - ☐ minimum one (1) year working experience in biogas plant;
 - ☐ attached proof of payment (payment slip for payment via cheque / electronic fund transfer)
 - ☐ some knowledge of safe work practices;
 - ☐ sufficient mathematics skills for solving standard problems;
 - ☐ reading skills for comprehending technical subject matter;
 - ☐ will give safety as utmost priority;
 - ☐ follow all rules and regulations of the training;
 - ☐ have knowledge and skills in:
 - basic industrial process, terminologies and common formula;
 - working knowledge of tools and meters used in the operation and maintenance of biogas plant;
 - ☐ 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 in particular during the practical exercises which involve chemical and reagents material.
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.



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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 course fee is not refundable**. Any postponement of my participation or substitute must be made at least two (2) weeks before the training date.
5. I hereby confirm that the information provided is true and correct.

.....
Name:

IC/Passport No.:

Date:

Fee Payment Information

Universiti Tenaga Nasional

1. **Payment through Cheques**

- Beneficiary : UNITEN R&D SDN BHD
- Account No : 8600690304

2. **Payment through Electronics Transfer / e-Payment**

- Beneficiary : UNITEN R&D Sdn Bhd
- Account No : 8600690304
- Bank Name : CIMB ISLAMIC BANK BERHAD
- Branch Name : BANDAR BARU BANGI, SELANGOR
- Swift Code : CIBBMYKL

* For any direct transfer or direct deposit into the account, kindly PROVIDE the proof of payment to: Finance, UNITEN R&D Sdn Bhd. The documents must contains of the following:



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- Date of transaction
- Amount transferred
- Any reference number (e.g, bank-in slip number, Tel number, etc.
- Name and Identification of the Payer/Customer of UNITEN R&D Sdn Bhd
- Purpose of transfer (can also include the invoice number if applicable):

Kindly emailed to:

- Email : sabrina.muda@uniten.edu.my & faiz.najmie@uniten.edu.my
- Attention : Ms Nur Sabrina Binti Muda ; En Muhammad Faiz Najmie Bin Rosli Nizam
- Tel No. : 03-89212020 ext 6376 / 03-89212020 ext 6388

Notes: Failing to provide the proof of payment may affect your process.

Important Terms and Conditions

1. Relevant certificate shall only be made available after all payments have been cleared regardless of mode of payment.
2. All payments must be received and cleared at least two (2) weeks before the start of the registered training date.
3. Any postponement by a participant can only be requested in writing to the training administrator at least two (2) weeks 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 two (2) weeks before the start of the registered training date.
4. The registration will only be confirmed upon receipt of the applicable fees and has met all the requirements.

Disclaimer

Cancellation of classes will be subjected to the institution discretion. SEDA Malaysia is not responsible if there is any cancellation of class. However, participant will be notified of the cancellation or changes and have the option of refund or reschedule to another date. All of the administrative part of this will be done by the training institute and please contact them for more info.

Data Protection

Personal Data is gathered in accordance with the Personal Data Protection Act 2010 (Act 709).