

DETAILS OF TRAINING REQUEST (please ✓ or X in the appropriate box)

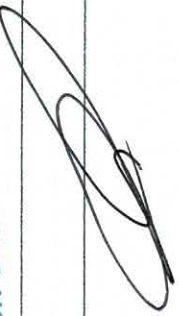



Type of Training:	In-house Training <input type="checkbox"/>	Outside Training <input checked="" type="checkbox"/>
Title of Training Course:	Basic Aircraft Weight & Balance	
Start Date to End Date:	26 July 2023 – 28 July 2023	
Duration:	3 Days	
Total No. of Participants:	7 (minimum participants to conduct class)	
Proposed Training Provider:	UniKL MIAT	
Location / Venue:	UniKL MIAT, Sepang	
Estimated Cost:	42,000 MYR RM 11,130.00	



Justification:
(to describe the purpose or objective of the training), (to attach training course outline or brochure as supporting documents if applicable)

1. APMM Contract Obligation* (A5265113)
2. Mandatory Course for Weighing Engineer

No.	Name	Staff No.:	Designation	Department
1.	BK (M) ZAKARIA BIN ALIMIN*	N/A	PPeg. Log.	Pegawai APMM
2.	LK (M) ROSLAN BIN ISMAIL*	N/A	PPeg. Log.	Pegawai APMM
3.	Reserved for CAMO	TBA	TBA	CAMO
4.	Reserved for CAMO	TBA	TBA	CAMO
5.	Reserved for CAMO	TBA	TBA	CAMO
6.	Reserved for CAMO	TBA	TBA	CAMO
7.	Reserved for CAMO	TBA	TBA	CAMO

APPROVAL OF TRAINING REQUEST

1. Requested by		2. Supported by Department Manager (or relevant supervisor)	
Signature:		Signature:	
Name:		Name:	
Designation:	MOHD FAZRUL B MOHD FAUZI COMMERCIAL EXECUTIVE GALAXY AEROSPACE (M) Sdn Bhd (1040262-D)	Designation:	NIK MOHD FAREEZ BIN AUDDIN 870602-03-5497 Commercial Manager Galaxy Aerospace (M) Sdn. Bhd. (1040262-D)
Date:	14 July 2023	Date:	
Staff No.:	8094	Staff No.:	14-7-2023
Department:		Department:	
3. Reviewed by Training Manager		4. Checked by Admin & Human Resource Training Controller	
Signature:		HRDF Claimable:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/>
Name:	ADAM ZAFWAN GEORGE ABDULLAH Training Manager Galaxy Aerospace (M) Sdn. Bhd.	Training Agreement:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/>
Designation:		Signature:	

APPROVAL OF TRAINING REQUEST			
Date:	17/07/2023	Name:	ANUWAR LAZIMAN
Staff No.:	8329.	Designation:	TRAINING COORDINATOR/ CONTROLLER GALAXY AEROSPACE (M) SDN BHD (1040262-D)
Remarks:	REVIEWED. REQUIRED FOR APMM (AS 365N3) CONTRACT OBLIGATION.	Date:	21/7/2023
		Staff No.:	2 8225
5. Approved by Admin & Human Resource Manager		6. Acknowledged by Accountable Manager or Chief Operating Officer	
Signature:		Signature:	
Name:	DATIN ZULHANI ALIAS Executive Director	Name:	DATIN SHAMSUL KAMAR BIN SAMSIDIN
Designation:	Galaxy Aerospace (M) Sdn. Bhd. (1040262-D)	Designation:	MANAGING DIRECTOR/ACCOUNTABLE MANAGER Galaxy Aerospace (M) Sdn. Bhd. (1040262-D)
Date:		Date:	
Staff No.:	2003	Staff No.:	
Remarks:		Remarks:	



Advancement and Continuing Education (ACE)
UniKL Malaysian Institute of Aviation Technology
Lot 2891, Jalan Jenderam Hulu, Jenderam Hulu
43800 Dengkil, Selangor Darul Ehsan

UniKL MIAT

Tel: +603-8768 8487 Fax: +603-8768 8485

HRDF: UNIVERSITI TEKNIKAL MARA SDN BHD. (570132-T)

Quotation REF: QUOTE/20032023/GALAXY
(Preliminary Quotation-Subject to change)

8-Jun-23

Galaxy Aerospace (M) Sdn Bhd

No. A-01-02, Blok A, Bangunan Perdagangan Siera,
Jalan PJU 1a/5a, Ara Damansara,
47301 Petaling Jaya, Selangor

Attn: Danial Alman Hakeem Yee

No.	Description	Amount (RM)
1	Program: Basic Aircraft Weight and Balance Location: Sepang Campus UniKL Malaysian Institute of Aviation Technology Lot 2891, Jalan Jenderam Hulu, Jenderam Hulu 43800 Dengkil, Selangor Darul Ehsan Date: 26-28 July 2023 Period: 3 days Time: 9.00 am to 4.00 pm No of participant/s: up to 7 pax	10,500.00
2	SST - 6%	630.00
Total Amount		11,130.00

Note:
1. Price mentioned in the quotation should be valid one month of quotation issuance.
2. Upon agreement with the price, 100% of payment shall be made before the date commence.

Payment method:
Bank Details for Online Transfer:
Payable to: AKAUN PUNGGUTAN UNIKL MIAT
Account No: 80029335563
Bank: CIMB Bank Berhad
Swift Code: CIBBMYKL

Prepared By: Siti Famiza Mazlan
Approved By: Mohd Hishamuddin Abdul Rahman

(please sign/stamp)

This is computer generated. No signature is required.

