**Borang A *(Form A)***

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| 1. **KATEGORI PENYERTAAN *(CATEGORY OF PARTICIPATION)***
 |
| **Sila tandakan 🗹 *(Please tick* 🗹*)*** |  |  |
| 1. | **BERKUMPULAN*****TEAM*** |  | **INDIVIDU*****INDIVIDUAL*** |  |
|  |  |  |
| 1. **MAKLUMAT KERTAS PROJEK *(DETAILS OF PROJECT PAPER)***
 |
| 1. Nama organisasi (unit / bahagian / jabatan / kementerian)

*Name of organisation (unit / division / department / ministry)* |
|  |  |  |  |
| 1. Nama Kumpulan [hendaklah tidak melebihi dari lima puluh (50) huruf dan pilihan nama kumpulan hendaklah bersesuaian]

*Name of Group [should not exceed fifty(50) letters and the choice of group name should be appropriate]* |
|  |  |  |  |
| 1. Tajuk projek [hendaklah tidak melebihi dari sepuluh (10) patah perkataan]

*Title of project [should not exceed ten (10) words]* |
|  |  |  |  |
| 1. Bidang tumpuan projek [sila tandakan **🗹** padasatu (1) pilihan sahaja]

*Focus of project [please tick* **🗹***one (1) selection only]* |

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|  | Meningkatkan Penyampaian Perkhidmatan Awam *(Improving the Delivery of Public Service)* |
|  | Inovasi dalam Perkhidmatan Awam*(Innovations in Public Service)* |
|  | Meningkatkan Integriti, Ketelusan, Akauntabiliti dan Tindakbalas dalam Perkhidmatan Awam *(Improving Integrity, Transparency, Accountability and Responsiveness in the Public Service)* |
|  | Penambahbaikan Kualiti Proses dalam Perkhidmatan Awam yang menyumbang kepada mempercepatkan urusan-urusan yang berkaitan dengan *Ease of Doing Business* *(Quality Improvement of the Public Service Processes towards Ease of Doing Business)* |

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| 1. **MAKLUMAT PESERTA *(DETAILS OF PARTICIPANT)***
 |
| 1. Butir-butir bagi peserta individu atau pegawai fokal bagi penyertaan berkumpulan

*Particulars of individual participant or focal officer for team participation* |
| i. | Nama *Name*  |  | Jawatan*Designation* |  |
| No. Kad Pengenalan Pintar \* *Identity Smart Card no.\** |  | Warna*Colour*  |  | No. telefon*Telephone no.* |  |
|  | Alamat emel*Email address* |  |
| 1. Butir-butir bagi peserta berkumpulan (sila gunakan kertas tambahan jika ruang tidak mencukupi)

*Particulars of team participants (please use separate sheet if space is inadequate)* |
| i | Nama (Ketua Kumpulan)*Name (Team Leader)* |  | Jawatan*Designation* |  |
| No. Kad Pengenalan Pintar\**Identity Smart Card no.\** |  | Warna*Colour*  |  | No. telefon*Telephone no.* |  |
| ii | Nama*Name*  |  | Jawatan*Designation* |  |
| No. Kad Pengenalan Pintar\* *Identity Smart Card no.\** |  | Warna*Colour*  |  | No. telefon*Telephone no.* |  |
| iiiivv | Nama*Name*  |  | Jawatan*Designation* |  |
| No. Kad Pengenalan Pintar\**Identity Smart Card no.\** |  | Warna*Colour* |  | No. telefon*Telephone no.* |  |
| Nama*Name*  |  | Jawatan*Designation* |  |
| No. Kad Pengenalan Pintar\* *Identity Smart Card no.\** |  | Warna*Colour* |  | No. telefon*Telephone no.* |  |
| Nama*Name* |  | Jawatan*Designation* |  |
| No. Kad Pengenalan Pintar\**Identity Smart Card no.\** |  | Warna*Colour*  |  | No. telefon*Telephone no.* |  |
| vi | Nama*Name*  |  | Jawatan*Designation* |  |
| No. Kad Pengenalan Pintar\**Identity Smart Card no.\** |  | Warna*Colour*  |  | No. telefon*Telephone no.* |  |
| vii | Nama*Name*  |  | Jawatan*Designation* |  |
| No. Kad Pengenalan Pintar\* *Identity Smart Card no.\** |  | Warna*Colour*  |  | No. telefon*Telephone no.* |  |

**\*Nota: Salinan Kad Pengenalan Pintar peserta hendaklah disertakan bersama borang ini.**

***\*Note: Copies of participant’s Identity Smart Card must be included with this form.***

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| 1. **PENGESAHAN SETIAUSAHA TETAP / KETUA JABATAN**

***(PERMANENT SECRETARY’S / HEAD OF DEPARTMENT’S VERIFICATION)*** |
| 1. Bahawa peserta adalah bersih daripada tindakan tatatertib dan kes jenayah.

*The participant is clear from disciplinary actions and criminal cases.*1. Bahawa projek adalah asli dan tidak bertentangan dengan undang-undang dan peraturan pada masa ini.

*The project is original and does not contradict with the current laws and regulations.*1. Bahawa projek adalah tidak mengandungi unsur yang boleh dianggap sensitif dari mana-mana pihak yang berkepentingan.

*The project does not contain elements that could be considered sensitive to any stakeholders.* |
| Nama*Name* |  |
| Jawatan*Designation* |  |
| Jabatan / Kementerian*Department / Ministry* |  |
| Tandatangan*Signature*  |  | Tarikh*Date* |  |

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| **UNTUK KEGUNAAN URUSETIA AIP *(FOR AIP SECRETARIAT USE)*** |

|  |  |  |  |
| --- | --- | --- | --- |
| Nama penerima*Name of recipient* |  | Rujukan*Reference* |  |
| Tandatangan*Signature*  |  | Tarikh menerima*Date received* |  |
| Kenyataan*Remarks*  |  |