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

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| 1. **KATEGORI PENYERTAAN *(CATEGORY OF PARTICIPATION)*** | | | | | | | |
| **Sila tandakan 🗹 *(Please tick* 🗹*)*** | | | |  | | |  |
| 1. | **BERKUMPULAN**  ***TEAM*** | |  | **INDIVIDU**  ***INDIVIDUAL*** | | |  |
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| 1. **MAKLUMAT KERTAS PROJEK *(DETAILS OF PROJECT PAPER)*** | | | | | | | |
| 1. Nama organisasi (unit / bahagian / jabatan / kementerian)   *Name of organisation (unit / division / department / ministry)* | | | | | | | |
|  | |  | | |  |  | |
| 1. Tajuk projek [hendaklah tidak melebihi dari sepuluh (10) patah perkataan]   *Title of project [should not exceed ten (10) words]* | | | | | | | |
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| 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 *Name* |  | | | | | | | | | | | | | | | 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.* |  | |
| iii  iv  v | 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)*** |

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