



Akademi Kastam Diraja Malaysia (AKMAL)

(Royal Customs Academy Malaysia)

Center of International Cooperation

P.O. Box 160, Bukit Baru, 75730 Melaka, Malaysia.

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Our Ref.: KE.HI(65)19/464/CIC/()

Date: 31 December 2004

DISTRIBUTION LIST: TO ALL CUSTOMS ADMINISTRATIONS LISTED UNDER MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

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Myanmar	Fax: +951-281847/296744 / mcd.ygn@mptmail.net.mm
Phillipines	Fax: (63 2) 5274511 / ambernardo@customs.gov.ph
Singapore	Fax: (65) 62508663 / ced_training@ced.gov.sg;; customs_international@customs.gov.sg
Thailand	Fax: (662) 249-1279/4016 / dgrtc@customs.go.th ; institute@customs.go.th
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Mongolia	Fax: +97611-350060/688206 / customs@mol.mn; echinbat@hotmail.com; moncust@hotmail.com ; saruulcust@hotmail.com
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Oman	Fax: (968) 712199 / e:
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Tunisia	Fax: (21671) 353257 / e:
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PACIFIC ISLANDS

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Kiribati	Fax: / e:
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Nauru	Fax: / e:
Niue	Fax: / e:
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Turkey Fax: (90 312) 3102214 / nevzats@gumruk.gov.tr; faith@gumruk.gov.tr

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Belize	Fax: / e:
British Virgin Islands	Fax: / e:
Cayman Islands	Fax: / e:
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Jamaica	Fax: (1876) 9670140 / e:
Montcerrat	Fax: / e:
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St. Lucia	Fax: / e:
St. Vincent & Grenadines	Fax: / e:
Trinidad & Tobago	Fax: (868) 6254138 / e: compt-custt@carib-link.net
Turks & Caicos Islands	Fax: / e:

Dear Sir / Madam,

INVITATION TO PARTICIPATE IN THE MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP) –ORGANISED BY THE ROYAL CUSTOMS ACADEMY MALAYSIA (AKMAL) FOR THE YEAR 2005.

Our appreciation to the forty-one participating administrations in AKMAL's MTCP courses / attachment programmes for the year 2004.

2. Once again, AKMAL is pleased to inform your administration that the Prime Minister's Department of Malaysia has granted AKMAL to conduct five international courses/attachment^(*) (*open to all customs administrations listed under the Malaysian Technical Cooperation Programme (MTCP) participating countries*) for the academic year 2005.

3. The courses / attachment programmes are as follows:

- o MTCP: Commercial Fraud (International) Course^(*) (*Apr 18 – 30, 2005*)
- o MTCP: Narcotic Identification and Narcotic Law Enforcement (International) Course^(*) (*Jun 20 – Jul 2, 2005*)
- o MTCP: Attachment Programme (International) on Sharing Good Practices on Customs Procedures and Facilitations^(*) (*Jul 18 – 30, 2005*)
- o MTCP: Passenger Examination (International) Course^(*) (*Aug 8 – 20, 2005*)

For further details on the courses/attachment programmes, please refer to Appendix A or consult:

The Director,
Royal Customs Academy Malaysia (AKMAL)
[Centre of International Cooperation (CIC)]
P.O. Box 160, 75730 Melaka, Malaysia.
e-mail: akmalm@po.jaring.my
Tel: [606] 233-1036/1119/1100; Fax:[606] 231-3526/3787 or 232-2217

4. We look forward to receiving your nominations. Kindly submit the **completed MTCP application form** (Attachment 1) (inclusive of medical report, endorsement for English proficiency and endorsement from the nominating agency/government) via fax/e-mail and send to us before the closing dates. The original of the completed MTCP application form must be submitted to the nearest Malaysian Mission (Embassy or High Commission). The terms and conditions are as per Appendix B.

Thank you.

Sincerely,

(HJ. MOHD. RAFDZI MAULUD, Mr.)

The Director of the Royal Customs Academy Malaysia (Akmal),
for The Director General of Customs,
The Royal Malaysian Customs.

AWS/+606-233-1119; +6012-611-6364

c.c.

1. The Director, **Economic Planning Unit**, Prime Minister's Department, Block B5, Level 2, Federal Government Administrative Centre, 62502 Putra Jaya. Fax: **603-8888 3876** (Attn: Mr. Ab. Hamid Hj. Taib, ahamid@epu.jpm.myTel: 603-8888 2882)
(Note: The discussion in your office on 28 December 2004 has been referred)
2. Director General of Public Service, **Public Service Department Malaysia**, Training Division, In Service Unit, Level 5, Parcel C, Block C1, Federal Government Administration Center, 62502 Putra Jaya, Malaysia. Fax: **603-8889 2171**
3. **Malaysian Missions** Abroad through the Secretary General, Ministry of Foreign Affairs, Wisma Putra, No. 1, Wisma Putra Road, Precint 2, 62502 Putra Jaya Malaysia. Fax: **603-8889 2788** (Attn: Mr. Y/M Raja Nor Sirwan)
4. The Director General, Royal Customs Department of Malaysia, (Corporate Planning – International Affairs), 7th Floor North, Precint 2, Federal Government Administration Center, 62596 Putra Jaya. Fax: **603-8889-5861**, hea@hq.rced.gov.my, Tel: 603-8882 2394.
5. Head of Human Resource Development Services, the **World Customs Organization**, 30, Rue du Marché, B-1210 Brussels, Belgium. Tel: 00 322 209 9642/9211; Fax: **00 322 209 9496/9292** [Attn: Mr. Robert Mall at robert.mall@wcoomd.org and Mr. Marc Declunder at Marc.Declunder@wcoomd.org]
(Note: Kindly circulate the information to the selected member administrations)
6. Programme Officer Management & Training Service Division, **The Commonwealth Secretariat**, Marlborough House, Pall Mall, London SNIY 5HX. Tel: 00 44207 745 6540 Fax: **00 44207 747 6335**
(Note: Kindly circulate the information to the selected member administrations)
7. Director of AFTA Bureau, **ASEAN Secretariat**, 70A Jalan Sisingamangaraja, Jakarta 12110, Indonesia. Tel: 00 6221 726 2991 / Fax: **00 6221 739 8234 / 724 3504**
(Note: Kindly circulate the information to the member administrations)
8. Ministry of Finance, Customs & Tariff Bureau, 3-1-1, Kasumigaseki, Chiyoda-ku, Tokyo 100-8940, Japan. Tel: 00 813 3581 2852 / Fax: **00 813 5251 2175**
(Note: Thank you for sending your resource persons to our courses in 2003/2004; kindly inform us if your administration wishes to provide similar technical assistance in 2005)
9. Mr. Takashi Matsumoto, Head of WCO Regional Office for Capacity Building, Bangkok, Thailand. E-mail: rocbap@asianet.co.th
10. Deputy Director of Customs, 2nd Floor, AMC Building, Kuala Lumpur International Airport (KLIA), Sepang. Fax: **603-8776 6617/8787-2311** / Tel: 8787-2312
(Note: Thank you for your continuous support in facilitating the international participants and we hope to receive similar commitment in 2004)

MTCP* COURSES COORDINATED BY THE ROYAL CUSTOMS ACADEMY MALAYSIA (AKMAL)– 2005

1. MTCP: Commercial Fraud (International) Course (*Apr 18 – 30, 2005*)
2. MTCP: Narcotic Identification and Narcotic Law Enforcement (International) Course (*Jun 20 – Jul 2, 2005*)
4. MTCP: Attachment Programme (International) on Sharing Good Practices on Customs Procedures and Facilitations (*Jul 18 – 30, 2005*)
5. MTCP: Passenger Examination (International) Course (*Aug 8 – 20, 2005*)

MTCP 2005 AT AKMAL (SUMMARY)	COMMENCE DATE	CLOSING DATE TO APPLY	NOTES
1. Comm Fraud	Apr 18	Feb 1	Open to MTCP recipients' list
2. Narcotic	Jun 20	Mar 20	Open to MTCP recipients' list
3. Attach (Int'l) – Good Practices	Jul 18	Apr 18	Open to MTCP recipients' list
4. Passenger Exam.	Aug 8	May 8	Open to MTCP recipients' list

* **MTCP** – Malaysian Technical Cooperation Programme funded by the Prime Minister's Department of Malaysia

1. MTCP: COMMERCIAL FRAUD (INTERNATIONAL) COURSE (APR 18 – 30, 2005)

Qualifications – Specific Requirement: Customs Officers

- Senior Officers or trainers who are heading a station or section of preventive / enforcement or Post-Clearance Audit (PCA) unit from ASEAN or other countries that are listed in the MTCP recipient list (please refer <http://www.epu.jpm.my/Bi/mtcp/MTCPFRAME.htm>) and who have never participated in any MTCP programme
- Proficient in English, certified medically fit, below 45 years old and preferably possess a basic university degree with at least 5 years of working experience in customs related matters.

Course Objectives: Upon completion of the course, participants will be able to

- Share Malaysia's experience in achieving its vision
- Identify various types of commercial fraud related to customs
- Familiarize with some of the modus operandi in commercial fraud
- Be aware of some of investigation techniques to deal with commercial fraud
- Share experience with other customs administrations on the subject matter

Course Contents:

- Group Dynamic
- Malaysia: History, Culture, Economy, Social and Politic
- Malaysian Technical Cooperation Programme (MTCP): Malaysian Experience in Developing Human Resources
- Overview: International Trade and Documentation
- Commercial Fraud from Royal Customs Department of Malaysia's perspective: Current Threat and Future Challenges
- Fraud Under the WTO Valuation
- PCA at the Operation Level
- Intelligence: Collection and Analysis
- Risk Management
- Forensic Accounting
- Computer Forensic/Cyber law
- Comparative Study tour: Sharing Good Practices
- Presentation of Country & Comparative reports

2. MTCP: NARCOTIC IDENTIFICATION AND NARCOTIC LAW ENFORCEMENT (INTERNATIONAL) COURSE <i>(Jun 20 – Jul 2, 2005)</i>
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Qualifications – Specific Requirement: Customs Officers

- Senior Officers or Trainers who are responsible for anti-narcotic / preventive / enforcement from ASEAN or other countries that are listed in the MTCP recipient list (please refer <http://www.epu.jpm.my/Bi/mtcp/MTCPPFRAME.htm>) and who have never participated in any MTCP programme
- Proficient in English, certified medically fit, below 45 years old and preferably possess a basic university degree with at least 5 years of working experience in customs related matters.

Course Objectives: Upon completion of the course, participants will be able to

- Share Malaysia's experience in achieving its vision
- Identify the various types of dangerous drugs
- Handle exhibits in cases involving narcotic substances more effectively
- Be aware of the various methods of concealment of narcotic substances and modus operandi commonly used in narcotic substances smuggling activities
- Enforce relevant laws related to dangerous drugs
- Share experience in combating dangerous drugs problems

Course Contents:

- Group Dynamic
- Malaysia: History, Culture, Economy, Social and Political

- Malaysian Technical Cooperation Programme: Malaysian Experience in Developing Human Resources
- Overview of narcotic substances trafficking
- Identification of the various types of dangerous drugs & drug testing
- Precursor awareness and Chemical Control
- Investigation techniques in cases involving dangerous drugs & handling exhibits
- Enforcement of Dangerous Drug Laws at various modes – sea, air and land.
- Offences under the Dangerous Drugs Act 1952, including the ingredients of the various offences
- Comparative Study tour: Sharing Good Practices
- Presentation of Country & Comparative reports

3. MTCP: ATTACHMENT PROGRAMME (INTERNATIONAL) ON SHARING GOOD PRACTICES ON CUSTOMS PROCEDURES AND FACILITATIONS (Jul 18 – 30, 2005)

Qualifications – Specific Requirement: Customs Officers

- Senior Officers or Trainers who are responsible for Import / Export / Enforcement (Preventive) from ASEAN or other countries that are listed in the MTCP recipient list (please refer <http://www.epu.jpm.my/Bi/mtcp/MTCFRAME.htm>) and who have never participated in any MTCP programme
- Proficient in English, certified medically fit, below 45 years old and preferably possess a basic university degree with at least 5 years of working experience in customs related matters.

Course Objectives: Upon completion of the course, participants will be able to

- Share Malaysia's experience in achieving its vision
- Understand the Royal Malaysian Customs' experience in collection of revenue, promotion of trade/industrialization and enforcement of relevant legislation
- Understand the import/export procedures and documentation
- Be aware of the benefits of automation in customs' operation
- Share knowledge and experience on the subject matter

Course Contents:

- Group Dynamic
- Malaysia: History, Culture, Economy, Social and Politic
- Malaysian Technical Cooperation Programme (MTCP): Malaysian Experience in Developing Human Resources
- Royal Customs Malaysia: The Way Forward
- Trade/Industry Facilitation and Effective Control
- Post Clearance Audit (PCA)
- Comparative Studies at entry points and operation: Sharing Good Practices
- Presentation of Country and Attachment reports

4. MTCP: PASSENGER EXAMINATION (INTERNATIONAL) COURSE (Aug 8 – 20, 2005)

Qualifications – Specific Requirement: Customs Officers

- Senior Officers who are responsible for Passenger Examination inspection / examination from ASEAN or other countries that are listed in the MTCP recipient list (please refer <http://www.epu.jpm.my/Bi/mtcp/MTCPFRAME.htm>) and who have never participated in any MTCP programme
- Proficient in English, certified medically fit, below 45 years old and preferably possess a basic university degree with at least 5 years of working experience in customs related matters.

Course Objectives: Upon completion of the course, participants will be able to

- Share Malaysia's experience in achieving its vision
- Understand the roles and responsibilities of an effective manager in managing passenger and baggage inspection
- Apply the appropriate techniques of ethical passenger examination
- Elaborate the relevant legislations and procedures on passenger and baggage examination
- Share knowledge and experience on the subject matter

Course Contents:

- Group Dynamic
- Malaysia: History, Culture, Economy and Socio-Political
- Malaysian Technical Cooperation Programme (MTCP): Malaysian Experience in Developing Human Resources
- Overview on Passenger Examination Unit: Facilitation & Effective Control
- Roles and Responsibilities of Front-line Officers Towards Quality Service
- Legislation and Procedure: Passenger/Baggage Inspection
- Passenger Examination Techniques
- Narcotic: Detection, Identification & Testing (Test Kit)
- Risk Assessment, Profiling and Targeting
- Comparative Studies: Sharing Good Practices at different entry / exit points
- Presentation of Country and Attachment reports

TERMS AND CONDITIONS OF SCHOLARSHIP/FELLOWSHIP AWARDS UNDER THE MALAYSIAN TECHNICAL CO-OPERATION PROGRAMME (MTCP)

1. General Conditions of Award:

- Participants shall conduct themselves at all times in a manner compatible with their responsibilities as MTCP scholarship holders and abide by the laws, rules and regulations of the land and AKMAL. This scholarship cannot be held concurrently with any other scholarship award.
- For lectures, participants are required to dress in long-sleeved shirts with ties, tailored pants and blazer or uniform. For formal occasions (e.g. Closing Dinner) – suit, national costume or batiks. Ladies should be appropriately dressed in office attire.
- Participants shall follow the programme (course/attachment) approved for them. Request for change of programme will not be entertained. Participants should participate in all activities related to the programme.
- Participants are not allowed to participate in any political and/or commercial activities in any capacity whatsoever. Participants shall not take up paid employment during the tenure of their scholarship or serve on the staff of their Official Representatives in Malaysia.
- Participants are NOT allowed to bring along their spouses or families for the duration of the course. Participants will be required to return to their own countries upon completion of the course or at the end of the tenure of the scholarship whichever is earlier.
- The award may be terminated at any time for the reasons of unsatisfactory conduct, breaches of the conditions of the award, or failure to make satisfactory progress.

2. Visa and Vaccination:

Wherever applicable, participants are advised to arrange on their own for visa and vaccination prior to travel to Malaysia (please refer to <http://www.kln.gov.my>)

3. Terms and Condition Covered by the MTCP for International Participants:**3.1. Fares**

The Government of Malaysia shall provide economy class air travel for the participants to and from Malaysia (International Airport nearest to the capital city) after submission of the Country Report (*As per Appendix B-1*)

3.2. Maintenance Allowance

Full board and accommodation; and daily subsistence allowance:

- Participants will be given an allowance of RM20.00 per day;
- If food and accommodation are not made available, especially during attachment or study-tour, other similar arrangements will be made.

3.3. Tuition Fees

Tuition fees will be borne by the Malaysian Government under the MTCP.

3.4. Medical and Dental Treatment (*For New Case Only*)

Candidates should be certified medically fit to participate under this programme. Expenses for medical/dental treatment in government hospitals/clinics will be borne by the Government of Malaysia. In case of admission to government hospitals will be eligible for First Class Wards (two bedded or more). Dental treatment is restricted to extraction only.

3.5. Resource person

Resource persons will be local/foreign experts and people in the fields to be selected from the Royal Customs Malaysia senior officials and other agencies

3.6. Methods of Payment

The participants will receive allowance and other benefits as mentioned above from the Economic Planning Unit of the Prime Minister's Department, of Malaysia through AKMAL.

4. Further Inquiries:

For further enquiries, applicants can either write directly to the nearest official representative (Embassies and High Commissions) of the Government of Malaysia in their respective countries (refer to <http://www.kln.gov.my>) or contact:

4.1. Head (CIC), AKMAL

Mr. Hj. Abd. Aziz Ali,

Senior Assistant Director of Customs

akmalm@po.jaring.my

Tel: +606- 233-1036 or +6012-628-7101

Fax: +606-231-3526/231-3787 or 232-2217

4.2. Course Coordinator (CIC), AKMAL

Mr. Abdull Wahid Sulong,

Superintendent of Customs

akmalm@po.jaring.my;

CIC_akmal@hotmail.com

Tel: +606-233-1119 or +6012-611-5354

Fax: +606-231-3526/231-3787 or 232-2217

Country Paper / Report (Written and Oral Presentation):

Country Paper Preparation Guidelines

As a requirement for each course, each participant must prepare a case study on the subject matter (related to the course). It should in no way be regarded as an evaluation of the practice by the participating administration; it is to ensure that the selected candidates are fully prepared for the course / attachment and able to share their knowledge and experience during the discussion.

To facilitate the preparation of country paper and to ensure consistency, please follow the guidelines as set out below:

Objective

To provide an opportunity for the selected participants to exchange and share knowledge and experience related to the subject matter with other participants.

Subject Area

The scope for the country paper should reflect the experiences, challenges, and problems encountered in planning, implementing or evaluating performance-oriented policies and practices by the participating administrations.

The length

- 1 page on country general information and background
- 6-8 pages of country report on current approach related to the subject matter and framework of plan of action of individual administration.
- ½ page of conclusion

Instruction

- Participants are required to submit the completed country paper to the Course Coordinator two (2) weeks before the course start as a **prerequisite** to the issuance of the air-tickets.
- The paper should be type-written, double-spaced, font 12 Arial in a Windows compatible programme (preferably *Word* or *PowerPoint*) and send by e-mail to akmalm@po.jaring.myor fax to +606-2313526/231-3787 or +606-232-2217
- Participants will be required to make a 15 minutes presentation (inclusive of Q&A) of the country paper/report to their fellow participants, and also to be prepared for a 'question and answer' session



Please affix
Passport
Photograph

MALAYSIAN TECHNICAL COOPERATION PROGRAMME [MTCP]
APPLICATION FOR SHORT COURSES IN MALAYSIA

FOR OFFICIAL USE ONLY

Reference no.: _____
Received: _____
Checked: _____

APPLICATION FORM (Typewriting or block letters)

TITLE OF COURSE:	Date of commencement:
NAME OF TRAINING INSTITUTION: THE ROYAL CUSTOMS ACADEMY MALAYSIA (AKMAL), P.O. BOX 160, 75730 MELAKA, MALAYSIA	

1. PERSONAL DATA

Family name (surname)	Date of birth Day Month Year
First Name	Nationality (citizenship):
Other names	Gender: Male / Female #
City and country of birth	Marital status: Single / Married / Divorced / Widowed #
Passport No:	Religion:

Delete accordingly

2. COMMUNICATION AND MAILING ADDRESS

Applicant's Office Address:		Applicant's Postal / Home Address:		
		Home telephone		
		Country	Area	Number
Office telephone	Telefax	Email		
Country	Area	Number	Area	Number
Person to be contacted in case of emergency, name, telephone and address:				

3. EDUCATION (list in order of time, starting with last institution attended)

Name of institution and place of study	Major field of study	Years of Study: from - to	Degree

4. EMPLOYMENT RECORD

A. Present or most recent post	B. Previous post
Employer:	Employer:
Years of service (from – to):	Years of service (from – to):
Title of your post/position:	Title of your post/position:
Present salary per month (US Dollars):	Salary per month (US Dollars):
Name of supervisor and title:	Name of supervisor and title:
Type of organization:	Type of organization:
Government / Semi Government / Private / NGO #	Government / Semi Government / Private / NGO #
Main functions of organization:	Main functions of organization:
Total number of employees:	Total number of employees:

Delete accordingly

Description of your work including your responsibility:

Please continue on supplementary pages if necessary

5. REASON FOR APPLYING THIS COURSE

Please state briefly the reasons for applying to this course and how you hope to benefit from the programme

Please continue on supplementary pages if necessary

Have you participated in any training programme in Malaysia before: YES / NO #

Name of programme

Organizer

Year

Have you participated in any MTCP training programme in Malaysia before: YES / NO #

Name of courses

Name of Training Institute

Year

Delete accordingly

6. CERTIFICATION OF ENGLISH LANGUAGE PROFICIENCY

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

Mother tongues: _____

Language test administered by: _____

Title: _____

Address: _____

Tel. Number: _____

E mail: _____

Date and signature: _____

7. MEDICAL REPORT (to be completed by an authorized physician)

Name of Applicant:			
Age:	Sex:	Height: cm	Weight: kg
Blood Group: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> AB <input type="checkbox"/> O <input type="checkbox"/> Other ()			
Blood Pressure:			
Is the person examined at present in good health?		Is the person examined physically and mentally able to carry out intensive training away from home?	
Is the person free of infectious diseases (AIDS, tuberculosis, trachoma, skin diseases, etc.) ?		Does the person examined have any condition or defect (including teeth) which might require treatment during the course?	
List any abnormalities indicated in the chest X ray		Pregnancy Test (for women):	

I certify that the applicant is medically fit to undertake a course in Malaysia.

Name of Physician : _____

Address of Clinic : _____
(*printed*) _____

Telephone : _____
(*printed*) _____

E mail : _____ Date: _____

Signature of Physician : _____ Seal of Clinic: _____

8. DECLARATION

Have you ever convicted by a Court of Law in any country?
If yes, please give brief details:

Yes / No #

I certify that my statements in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief.

If accepted for a training award, I undertake to:-

- (a) Carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the host government in respect of this course of training;
- (b) Follow the course of study or training, and abide by the rules of the institution in which I undertake to study or train;
- (c) Refrain from engaging in political activities, or any form of employment for profit or gain;
- (d) Submit any progress reports which may be prescribed; and
- (e) Return to my home country promptly upon the completion of my course of study or training

I also fully understand that if I am granted an award it may be subsequently withdrawn if I fail to make adequate progress or for other sufficient cause determined by the host Government.

Signature of applicant: _____

Name: _____

Date: _____

Delete accordingly

9. OFFICIAL DECLARATION (to be completed by the nominating government)

The Government of: _____

Nominates _____
(name of applicant)

For the course under the Malaysian Technical Cooperation Programme and certifies that:

- (a) all information supplied by the nominee is complete and correct;
- (b) the nominee had adequate knowledge and was appropriately tested for English Language proficiency.

Remarks: _____

(Name)

(Signature of responsible Government official)

(Designation)

Address of Department / Ministry:

Official Seal / Stamp:

Office Telephone number: _____

Office Fax number: _____

Date: _____

E mail: _____

Please note: This application form must be duly completed and endorsed by the Ministry of Foreign Affairs or the relevant agency responsible for the MTCP programme in your country. INCOMPLETE AND/OR UNENDORSED FORMS WOULD NOT BE PROCESSED.