

ii. English Version

NOTIFICATION ON APPLICATION FOR FINAL SPKM VERIFICATION VISIT

In order to streamline and reorganize the applications for verification of External Verifiers (PPL) effective **March 2017** all applications for final verification visits will have to use the new **Borang Permohonan Lawatan Verifikasi Akhir SPKM (JPK/T1004)**.

Therefore all Accredited Centre (AC) are required to comply with the following procedures: -

- 1) Applications must be submitted to the DSD no later than **thirty (30) days prior to the proposed date**;
- 2) All application must be accompanied by a request letter and enclosed with a complete **Borang Permohonan Lawatan Verifikasi Akhir SPKM (JPK/T1004)**. The form can be download from the DSD's website under the link <http://www.dsd.gov.my> -> **Certification -> Visitor Application Verification (PPL) -> Application Form for Final SPKM Verification Visit (JPK/T1004)**;
- 3) AC is responsible to ensure that all candidates involved for verification are **legally registered on-line** with DSD;
- 4) AC is responsible to ensure that the program involved with verification is still within a **valid accreditation period**;
- 5) Each application must be submitted with the following items:
 - a) **Application for final verification – first time**
 - i) A copy of Pengesahan Pendaftaran Calon (**T1002**);
 - ii) Proof of payment (copy of the official receipt issued by the DSD) which shows a clear batch number and the amount paid by AC according to the batch numbers (if more than one batch).
 - b) **Application for final verification – reseat**
 - i) Application Form for Certificate Issuance – **JPK/P6/T1003** (copies of which have been confirmed by PPL to show that candidate(s) applying for reseat is yet to be competent);
 - ii) Application Form for Certificate Issuance – **JPK/P6/T1003 (new form, this form must be filled in with the name of the candidate who is applying for reseat only)**;
 - iii) Proof of payment (copy of the official receipt issued by the DSD) which shows clearly candidates name who is applying for **reseat** and the amount paid by AC.
 - c) **Application for final verification for Penilaian Kendiri – (CIAS, ILJTM & KBS only)**
 - i) A copy of Pengesahan Pendaftaran Calon (**T1002**);
 - ii) Proof of payment (copy of the official receipt issued by the DSD) which shows clearly the batch numbers and the amount paid by AC according to the batch numbers (if more than one batch);
 - iii) A copy of the **letter of authorization for self-assessment**.

d) Application for final verification for MOTAC program

- i) A copy of Pengesahan Pendaftaran Calon (**T1002**);
- ii) Proof of payment (copy of the official receipt issued by the DSD) which shows clearly the batch numbers and the amount paid by PB according to the batch numbers (if more than one batch);
- iii) A copy of ***Tourism Training Institute license***.

- 6) AC must make sure all candidates scheduled to be verified must be gathered under one application. Applications sent in stages are not allowed and will not be entertained;
- 7) Application which do not comply will not be processed. **DSD** reserves the right to reject any applications that do not follow the above procedures.