

2. Please briefly describe your understanding of personal safety requirements for the following conditions:
 - a. Standing and working on the roof: _____
 - b. Connecting a live electrical cable: _____
 - c. Working on a construction site: _____

3. Highest mathematical education level: _____

4. Can you understand technical subject matter?

 Yes No

5. Please register my name as (kindly tick **ONE** only):

 Local participant: **RM5,000 (after less discount – refer to item 6 : * RM4,500 or RM4,750)**

 International participant**: **€2,000**

 Re-sitting for exam on Theory only: **RM500**

 Re-sitting for exam on Practical only: **RM500**

 Re-sitting for exam on Theory and Practical: **RM1,000**

** - Kindly circle the fee after get discount entitlement as mentioned in item 6*

*** - Those who do not have Malaysian Identity Card considered as International participant*

6. Discount Entitlement - Each participant is eligible for only **ONE** discount.

 RM500 discount as I have **taken and passed** a Grid-Connected PV systems course conducted (with certificate attached) certificate no.: _____

 RM250 discount as I have taken a Grid-Connected PV systems course conducted by: _____ dates: _____

 RM250 discount as I have taken Off-Grid PV systems course conducted by: _____ dates: _____

7. I understand that if I am successful in completing this course I will be able to:
 - Design the Off-Grid PV systems that include solar PV modules and Balance-of-System (BOS) equipments.
 - Install, test and commission the above systems with the connection from the batteries to the building switchboard being undertaken by a suitably approved person.

8. It is a requirement that all applications shall have:
 - age above 21 years;
 - at least holder of Diploma in Engineering in any discipline, or Diploma in the Physical Sciences, or possess certificate in any Electrical Competency skills;
 - some knowledge of safe work practices;
 - sufficient mathematics skills for solving standard problems;
 - reading skills for comprehending technical subject matter; and
 - must be able to read, understand and converse comfortably in English
 - that if the applicant chooses to sit for the exam only, then the applicant must have attended a prior course in a similar area.

I understand that while the organiser takes due precaution in the safety of the course participants, the organiser shall not be held accountable for any accidents or mishaps that occur in the course of the training and is not liable in any way. Participants are advised to be responsible for their own safety in particular during the practical exercises which involve live electrical wiring and physical endurance.

I have read all the information with respect to this course and confirm that I meet all the requisites as listed above and that I agree to comply with all the safety requirements of PTM and that of the host appointed by PTM and to follow the directions of staff and trainer while undertaking the course.

I also understood that the **training fee is not refundable**. Postponement of the participation must be made at least one (1) month before the training date. I am not allowed to postpone the training dates if I am unable to find replacement within less than 1 month of registered training date.

(Signature)

Name: _____

Date: _____

Confirmation of the registration is upon receipt of payment. Please send the cheque or the payment slip together with the completed Application Form to :

Account No : 1051 4000 3299
Bank's Name : Affin Islamic Bank Berhad, Cawangan UiTM, 40450 Shah Alam
Pay to : Bendahari UiTM (PVMC)
Being : Payment for PV Systems Design Course
Swift code : AAIBBMYKL
**Address : The Design and Installation of Off-Grid PV Systems Training
Photovoltaic Monitoring Centre
Research Innovations on Sustainable Energy
Institute of Science
Universiti Teknologi MARA
40450 Shah Alam
Selangor Darul Ehsan, MALAYSIA
(Attn : Training Administrator)
Tel : 603-5521 1994; Fax: 603-5521 1990**

Important Notes :

1. For those participants who pay using **Local Order (LO)**, all LO must be received by the organizer by **the end of the examination day**, failing which, the organizer reserves the right to with-hold any results/ PEA/ certificates and all other related matters.
2. For those participants who **pass**, all **certificates of passing** shall only be made available after **all payments** have been **cleared** regardless of mode of payment.
3. All **other payment modes** must be **cleared** on or before **two weeks** before the **start of the courses**.
4. Participants who have registered are allowed to make only **one postponement** and must inform the organiser **not less than one month before the start of the course**. Participant must then **attend the next immediate** course and there shall be **no more postponements**, failing which **the fee paid will be forfeited**.
5. Only those who are **Malaysian** is entitled for the '**local participant**' fee.
6. Only **12 participants** per training. Confirmation of the registration is upon receipt of the payment. Company may register for more than **one** participation, however, priority will be given to **only two** pax per company. Subsequent registered participations will be accepted based on availability of seats closer to the training date.

CONFIDENTIALITY AND DISCLOSURE OF INFORMATION POLICIES

1. Protection of Privacy

PTM is committed to protect the personal privacy of participants and PTM members. Invasions of privacy can take many forms, often inadvertent or well-intentioned. The mutual trust and freedom of thought and expression essential to PTM rest on a confidence that privacy will be respected and disclosures of personal information will be made only with the informed consent of the individual.

2. Policy on Privacy of Information

Recognizing that specific items of information about current (as well as former) individual participants and staff must be maintained for educational, research, and other PTM's purposes, it is PTM's policy that such information be collected, maintained, and used by PTM only for appropriate, necessary, and clearly defined purposes, and that such information be controlled and safeguarded in order to ensure the protection of personal privacy to the extent permitted by law. The educational records of participants are also subject to PTM's policy on the privacy of participants records.

Participants and PTM members, respectively have the right to see certain records maintained about them. An individual should be provided the means for seeing and obtaining copies of records about him or her maintained by PTM as well as for challenging their accuracy and completeness and the propriety of their use.

Personal information, other than directory information about participants and standard personnel information, should not be released to anyone outside PTM without the permission of the individual, except in the case of court orders and/or legal process in cases where such release would be clearly expected (employment references, award nominations, etc.), or in extraordinary circumstances.

Directory information about participants includes name, addresses, telephone number, electronic mail address, course attended, qualifications received and dates of attendance. Standard personnel information comprises dates of PTM employment, job classification or title, the area in which an individual is or was employed and PTM telephone extension for current employees.

Persons with responsibility for records containing personal information should exercise care to ensure accuracy and completeness. Safeguards should be provided to protect personal information against accidental or intentional misuse or improper disclosure within or outside PTM.

When records containing personal information are no longer actively needed, they should be archived and maintained in a manner which ensures all rights of privacy stated in this section.

3. Policy on Privacy of Participant Records

This policy is designed to protect participants' privacy, and to provide them access to their education records. This includes all records, in all tangible formats (print, electronic, visual, etc.) that are directly related to currently or formerly enrolled by participants and are maintained by PTM.

Notes and similar records regarding participants that are made for, and restricted to, the personal use of a staff member are not subject to review by the participants.

PTM's information (in paper and electronic formats) must be retained for appropriate period of time. No educational record may be destroyed if there is an outstanding request to inspect or review it. After a participant leaves PTM, participant information relevant to that participant may be retained by PTM.

Participants have the right of access to their records and to seek corrections of them, as well as the conditions under which others may have access to participant information. Personally identifiable participant information should not be disclosed to individuals or organizations outside of PTM without the participant's written consent, with certain exceptions that are explained below. The written consent must be signed and dated and must include a specification of the records to be disclosed, the purpose of the disclosure, and the party (or parties) to whom the disclosure is made. Upon request, the PTM shall be provided with a copy of a record that is disclosed.

Disclosure of Information to Third Parties without participant approval shall be undertaken only when:

- the training course that has been attended by a participant (or participants) has been funded by a third party, e.g. an international funding organization, then information on the participants performance could be included in any report required as part of the funding agreements ; or
- the participant has been sent to the training course by their employer then the participants results will be released to that employer.

PTM requires that employees related to the training, volunteers and contractors sign a document by which they commit themselves to safeguarding the confidentiality of training information in accordance with our written policies.