



## MEMBERS CIRCULAR

12 February 2015

Ref 003/02/15

Dear Members

### CERTIFICATION COURSE IN SHOPPING MALL MANAGEMENT:

- Marketing and Leasing
- Administration
- Operations and Maintenance

Greetings ! PPK Malaysia is pleased to announce that we are continuing with the training and education of personnel in shopping centres for the first half of 2015 via the abovesaid courses which have been endorsed by Malaysia Retailers Association, (MRA), Malaysia Retail Chain Association (MRCA), Real Estate and Housing Developers Association (REHDA) and FIABCI Malaysia.

The dates of our forthcoming CERTIFICATION COURSES for 1-2015 are as stated overleaf. Parts 1 and 2 for the 3 modules, Marketing & Leasing, Administration and Operations & Maintenance are **repeat courses** for those who did not manage to participate during the previous occasions.

Individuals who wish to be certified will be given thirty six (36) months to complete a full certification course. These courses consist of 3 modules each on the following topics:

- 1) Mall Marketing & Leasing
- 2) Mall Administration
- 3) Mall Operations & Maintenance

Participants who wish to apply for certification must be ordinary individual members of PPK Malaysia and non-members who attend the course will only obtain a Certificate of Attendance. The certification course is as follows:

PART 1	PART 2	PART 3	CERTIFICATION
CERTIFICATE I MALL MARKETING & LEASING (SEMINAR ONLY)	CERTIFICATE II SEMINAR & WORKSHOPS	CERTIFICATE III COURSE WORK, EXAMINATION, PRESENTATION, & INTERVIEW	CERTIFIED MALL MARKETING & LEASING MANAGER (CMMLM)*
CERTIFICATE I MALL ADMINISTRATION (SEMINAR ONLY)	CERTIFICATE II SEMINAR & WORKSHOPS	CERTIFICATE III COURSE WORK, EXAMINATION PRESENTATION, & INTERVIEW	CERTIFIED MALL ADMINISTRATION, MANAGER (CMAM)*
CERTIFICATE I MALL OPERATIONS & MAINTENANCE (SEMINAR ONLY)	CERTIFICATE II SEMINAR & WORKSHOPS	CERTIFICATE III COURSE WORK, EXAMINATION, PRESENTATION, & INTERVIEW	CERTIFIED MALL OPERATIONS MANAGER (CMOM)*
			PART I + II + III CERTIFIED MALL MANAGER (CMM)*

### Persatuan Pengurusan Kompleks Malaysia (PPK)

#### Malaysia Shopping Malls Association

A608, 6th Floor, Lobby 2, No. 1, Jalan SS20/27, Damansara Intan, 47400 Petaling Jaya, Selangor D.E. Malaysia

**T** +603 7727 6202/6232 **F** +603 7727 6203 **E** secretariat@ppkm.org.my **W** www.ppkm.org.my

*\* Apart from the seminar, course work and examination, participants will also be required to present a paper and attend an interview with the Board of Examiners. Upon completion of the relevant courses, participants can then apply to be a Certified Manager or Mall Manager.*

Part 3 (Final Part) of the abovesaid modules will be conducted at the same time for participants who have already completed Parts 1 & 2. (A separate schedule/invitation will be forwarded to qualified participants in due course.)

We are confident that the above course will be the first step in the right direction to address the need for the certification of individuals in the industry and ultimately, result in the accreditation from the relevant bodies and that this common objective of ours will boost the level of professionalism and performance of the industry.

Since 2013, we have enhanced and updated our syllabus for the courses and effective 2014, we shall now offer a combined Administration module (previously Part 1 & 2) and which will now require one (1) additional day. Therefore, our seminars will be held as follows: -

Module	Dates	Venue
Marketing and Leasing (Part 1 & 2)	Monday, 20 April 2015 to Wednesday, 22 April 2015 (3 days)	The Gardens Hotel, Mid Valley City, Kuala Lumpur
Operations & Maintenance (Part 1 & 2)	Thursday, 23 April 2015 to Friday, 24 April 2015 (2 days)	The Gardens Hotel, Mid Valley City, Kuala Lumpur
Administration (combined Part 1 & 2)	Monday, 27 April 2015 to Wednesday, 29 April 2015 (3 days)	The Gardens Hotel, Mid Valley City, Kuala Lumpur

Kindly note that we shall be applying for CPD (Continuous Professional Development) for the forthcoming courses from Lembaga Penilai, Pentaksir Dan Ejen Hartatanah Malaysia (Board of Valuers, Appraisals & Estate Agents Malaysia).

Enclosed are the programmes for the Course for your perusal and interested participants may submit their registrations which should reach us together **on or before Tuesday, 31 March 2015\***. **Kindly note that any registrations received after this date will incur late surcharges of RM212 per registration per module. As the course fees will incur GST, ALL INVOICES will only be issued by us on 1 April 2015 with payments to reach us by us latest by 13 April 2015.**

For further details and information, you may call our Secretariat at Tel: 03-7727 6202/email to [secretariat@ppkm.org.my](mailto:secretariat@ppkm.org.my). Thank you for your kind attention and we look forward to your continuous support.

Yours faithfully

PERSATUAN PENGURUSAN KOMPLEKS MALAYSIA (PPK)



TAN SRI DATUK EDDY CHEN  
President

## PPKM CERTIFICATION COURSE REGISTRATION FORM

### SPECIAL PROMOTION !

Enjoy a RM 265.00 discount from the total cost for participants taking both *Mall Marketing & Leasing and Mall Administration, OR Mall Operations & Maintenance and Mall Administration*

#### PLEASE TAKE NOTE OF THE FOLLOWING:

- No cancellation will be accepted after registration has been received. In the event the participant is unable to attend the course, a replacement from the same organisation may be arranged.
- **PPK MALAYSIA** reserves the right to make any amendments and / or changes to the programme if warranted by circumstances beyond its control.
- Full payment is required with registration and must be received prior to the seminar latest by 13 April 2015 to confirm seating failing which the registration is deemed void.
- For registrations received after the closing date\*, a late surcharge of RM212 per registration per module shall be imposed.  
**Deadline: 31 March 2015**
- Walk-in delegates will only be admitted on the basis of the space availability on the day of the seminar held and with immediate full payment.
- All participants are required to attend the full day course failing which Certificate of Attendance will not be given.
- Fee includes the cost of the sessions, lunch & tea breaks, seminar notes and a Certificate of Attendance.
- Attire - office wear.

**FEES below include 6% GST** (\*A RM 53.00 discount for 3 or more participants who register for the same module from the same organization):

MODULE	Single Registration		*Group Registration (min. 3 pax from the same company)	
	Members PPK(M) / MRCA / REHDA / MRA / FIABCI (RM)	Non- members (RM)	Members PPK(M) / MRCA / REHDA / MRA / FIABCI (RM)	Non-members (RM)
Marketing & Leasing Part 1 (3 days)	1,378	1,590	1,325	1,537
Marketing & Leasing Part 2 (3 days)	1,590	1,802	1,537	1,749
Operations & Maintenance Part 1 (2 days)	901	1,113	848	1,060
Operations & Maintenance Part 2 (2 days)	1,060	1,272	1,007	1,113
Administration (3 days)	1,590	1,802	1,537	1,749

Please tick [✓] the boxes and / or delete where applicable :

		PART 1	PART 2	FEES (RM)	No. of pax	TOTAL amount (RM)
Marketing & Leasing	20 – 22 Apr 2015 (3 days)					
Operations & Maintenance	23 & 24 Apr 2015 (2 days)					
Administration	27 - 29 Apr 2015 (3 days)	~ COMBINED ~				

We are pleased to register the following delegate(s):  
(Kindly provide full name as per NRIC / Passport)

1. Name : Mr/Ms.....  
Position : .....  
Email address:.....
2. Name : Mr/Ms.....  
Position : .....  
Email address:.....
3. Name : Mr/Ms.....  
Position : .....  
Email address:.....  
Company : .....  
Address : .....  
Tel : .....Fax:.....  
Name of Contact Person:.....Email address:.....

**PAYMENT DETAILS :** Please cross [ x ] the appropriate box

- We enclose Bank Draft / Cheque / Money / Postal Order for RM ..... No. .... made payable to **PERSATUAN PENGURUSAN KOMPLEKS MALAYSIA (PPK)**  
Direct Bank Into CIMB Account Number:  
**CIMB 80-00263685-0** (Please fax your bank-in slip to PPK MALAYSIA AT 03-77276203 to confirm your seat)
- We enclose cash for RM ..... Cash payment **MUST** be made at PPK Malaysia's office and a completed form **MUST** be forwarded to us with the payment.

#### PAYMENT REQUIREMENTS

- All fees should be made payable to **PERSATUAN PENGURUSAN KOMPLEKS MALAYSIA (PPK)**
- Please send your payment and registration form to:

**PERSATUAN PENGURUSAN KOMPLEKS MALAYSIA (PPK)**  
A608, 6th FLOOR, (LOBBY 2), BLOCK A  
NO. 1, JALAN SS20/27, DAMANSARA INTAN, 47400 PETALING JAYA.  
Tel: 03 – 7727 6202 Fax: 03 – 7727 6203  
Email: [secretariat@ppkm.org.my](mailto:secretariat@ppkm.org.my)

## **PERSONAL DATA PROTECTION ACT (PDPA) CONSENT FORM**

*At PPK Malaysia, we respect the privacy of individuals and the use of their personal data according to the PDPA.*

*Personal data could be your name, contact details and any other data which we may obtain from you for the purpose of processing your membership application with our organization. Please rest assured that we will take reasonable care and precaution to prevent the loss or misuse of your Personal Information.*

*The processing of your Personal Information is also subject to applicable laws. The Personal Information which you provide to us now or from time to time or have provided to us previously will be used and processed, and continued to be used and processed by us, in accordance with this Privacy Policy (as amended, varied or revised from time to time).*

*By submitting the said information to us herein, we trust you have no objections to the processing of your personal data by our organization in accordance with the PDPA.*

*Thank you.*