



MEMBERS CIRCULAR

13 June 2016

Ref 0028/06/16

Dear Members

CERTIFICATION COURSE IN SHOPPING MALL MANAGEMENT:

- Marketing and Leasing
- 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 second half of 2016 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 2-2016 are as stated overleaf. Parts 1 and 2 for the 2 modules, Marketing & Leasing, and Operations & Maintenance are **repeat courses** for those who did not manage to participate during the previous occasions. (Administration module is only offered once a year in April.)

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

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** 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 2016, the module for **OPERATIONS & MAINTENANCE** below would now require one (1) additional day. Therefore, our seminars will be held as follows: -

Module	Dates	Venue
Marketing and Leasing (Part 1 & 2)	Monday, 8 August 2016 to Wednesday, 10 August 2016 (3 days)	One World Hotel Bandar Utama, Petaling Jaya
Operations & Maintenance (Part 1 & 2)	Thursday, 11 August 2016 to Saturday, 13 August 2016 (3 days)	One World Hotel Bandar Utama, Petaling Jaya

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 Friday, 22 July 2016***. **Kindly note that any registrations received after this date will incur late surcharges of RM212 per registration per module.**

For further details and information, you may call our Secretariat at Tel: 03-7727 6202/email to 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

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 22 July 2016 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: 22 July 2016
- *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
Administration (3 days)	1,590	1,802	1,537	1,749
Operations & Maintenance Part 1 (3 days)	1,378	1,590	1,325	1,537
Operations & Maintenance Part 2 (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	8 – 10 August 2016 (3 days)					
Operations & Maintenance	11-13 August 2016 (3 days)					

<p>We are pleased to register the following delegate(s): (Kindly provide full name as per NRIC / Passport)</p> <p>1. Name : Mr/Ms.....</p> <p>Position :</p> <p>Email address:.....</p> <p>2. Name : Mr/Ms.....</p> <p>Position :</p> <p>Email address:.....</p> <p>3. Name : Mr/Ms.....</p> <p>Position :</p> <p>Email address:.....</p> <p>Company :</p> <p>Address :</p> <p>Tel :.....Fax:.....</p> <p>Name of Contact Person:.....Email address.....</p>	<p>PAYMENT DETAILS : Please cross [x] the appropriate box</p> <p><input type="checkbox"/> 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 80-0263685-0 (Please email or fax your bank-in slip to PPK MALAYSIA AT 03-77276203 to confirm your seat)</p> <p><input type="checkbox"/> 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.</p> <p>PAYMENT REQUIREMENTS</p> <ul style="list-style-type: none"> • All fees should be made payable to PERSATUAN PENGURUSAN KOMPLEKS MALAYSIA (PPK) • Please send your payment and registration form to: <p style="text-align: center;">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</p>
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