



PPK Malaysia
Malaysia Shopping Malls Association

MEMBERS CIRCULAR

5 February 2018

Ref 003/02/18

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 2018 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 1-2018 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
<u>CERTIFICATE I</u> MALL MARKETING & LEASING (SEMINAR ONLY)	<u>CERTIFICATE II</u> SEMINAR & WORKSHOPS	<u>CERTIFICATE III</u> COURSE WORK, EXAMINATION, PRESENTATION, & INTERVIEW	CERTIFIED MALL MARKETING & LEASING MANAGER (CMMLM)*
<u>CERTIFICATE I</u> MALL ADMINISTRATION (SEMINAR ONLY)	<u>CERTIFICATE II</u> SEMINAR & WORKSHOPS	<u>CERTIFICATE III</u> COURSE WORK, EXAMINATION PRESENTATION, & INTERVIEW	CERTIFIED MALL ADMINISTRATION, MANAGER (CMAM)*
<u>CERTIFICATE I</u> MALL OPERATIONS & MAINTENANCE (SEMINAR ONLY)	<u>CERTIFICATE II</u> SEMINAR & WORKSHOPS	<u>CERTIFICATE III</u> 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

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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 courses 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.

The confirmed schedules for our seminars will be as follows: -

Module	Dates	Venue
Marketing and Leasing (Part 1 & 2)	Monday, 2 April 2018 to Wednesday, 4 April 2018 (3 days)	One World Hotel, Bandar Utama, Petaling Jaya
Administration (combined Part 1 & 2)	Thursday, 5 April 2018 to Saturday, 7 April 2018 (3 days)	One World Hotel, Bandar Utama, Petaling Jaya
Operations & Maintenance (Part 1 & 2)	Monday, 9 April 2018 to Wednesday, 11 April 2018 (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, Ejen Hartatanah Pengurus Harta Malaysia (Board of Valuers, Appraisers, Estate Agents & Property Managers 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, 16 March 2018***. **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

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 16 March 2018 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: 16 March 2018
- *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)
A	Marketing & Leasing Part 1 (3 days)	1,378	1,590	1,325	1,537
B	Marketing & Leasing Part 2 (3 days)	1,590	1,802	1,537	1,749
C	Administration Parts 1&2 combined (3 days)	1,590	1,802	1,537	1,749
D	Operations & Maintenance Part 1 (3 days)	1,378	1,590	1,325	1,537
E	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	2 – 4 Apr 2018 (3 days)					
Administration	5 – 7 Apr 2018 (3 days)	~ COMBINED ~				
Operations & Maintenance	9 -11 Apr 2018 (3 days)					

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:.....
- Billing Company :
- Billing Address :
- Tel : Fax:.....
- Name of Contact Person:.....
- Email address.....

Module

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 80-0263685-0 (Please email your bank-in slip to PPK MALAYSIA at secretariat@ppkm.org.my 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