



MEMBERS CIRCULAR

21 February 2022

Ref 007/02/22

Dear Members

CERTIFICATION COURSE IN SHOPPING MALL MANAGEMENT:

- Marketing and Leasing
- Administration
- Operations and Maintenance

Greetings ! PPK Malaysia is pleased to announce that we shall be offering our **CERTIFICATION COURSES** for 1-2022 as indicated below (subject to strict compliance of current SOPs for events and seminars):

Module	Dates	Venue
Marketing and Leasing (Part 1 & 2) (3 days) (classes run concurrently)	Monday, 4 April 2022 to Wednesday, 6 April 2022 (3 days)	Sunway Resort Hotel & Spa Bandar Sunway, Petaling Jaya
Administration (Parts 1&2 combined (3 days)	Thursday, 7 April 2022 to Saturday, 9 April 2022 (3 days)	Sunway Resort Hotel & Spa Bandar Sunway, Petaling Jaya
Operations & Maintenance (Part 1 & 2) (3 days) (classes run concurrently)	Monday, 11 April 2022 to Wednesday, 13 April 2022 (3 days)	Sunway Resort Hotel & Spa Bandar Sunway, Petaling Jaya

Parts 1 and 2 for the 3 modules will be run concurrently and are **repeat courses, now with revamped syllabi in view of the current scenario**, for those who did not manage to participate during the previous occasions.

Individuals who wish to undertake the FULL certification ie Part 1+2+3 will be given thirty six (36) months to complete a full certification course. (However, in view of the schedule disruption caused by the pandemic, appropriate concessions will be accorded to previous candidates who are advised to contact/email our secretariat for further details.)

The structure of the full certification for the 3 modules, comprising of Part 1 --> Part 2 --> Part 3 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)*

*Upon completion of the relevant courses, participants can then apply to be a Certified Manager in the selected module or Mall Manager (upon completion of all 3 modules).

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

Please note as follows:

- A separate schedule/invitation for Part 3 (final Part) will be forwarded in due course to qualified participants ie those who have completed Parts 1+2 in the required time frame.
- Participants who wish to apply for certification must be ordinary individual members of PPK Malaysia and non-individual members who attend the course will only obtain a Certificate of Attendance

Our Certification Courses are uniquely special, with dedicated content focused on shopping mall operations and instructors/speakers are hands-on practitioners in their specialized fields so do take the opportunity to join us. We are confident that these will be the first step in the right direction to address the need for the certification of individuals in the industry and boost the level of professionalism and performance of the shopping mall industry.

Please note that, as per previous years, our fees have been maintained at very reasonable rates compared to other courses organised commercially as it is our objective to make it affordable for participation by as many shopping mall personnel as possible.

Kindly note that we shall be applying for CPD (Continuous Professional Development) credits for the forthcoming courses from Lembaga Penilai, Pentaksir, Ejen Hartatanah, dan 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 (details overleaf) **on or before the deadline of Friday, 25 March 2022.**

Kindly note that the following SOPs will apply:

- **Registrations for the above courses will only be accepted for fully vaccinated individuals**
- The use of the MySejahtera app is mandatory for participants to check-in.
- Hand sanitisers must be used upon entry to the premises / masks must be worn correctly at all times during the seminar, except when eating and drinking / participants to maintain a physical distance of minimum 1m at all times
- Admittance to our seminars will be limited only to participants who are 'low risk' and 'casual contact, no symptoms' and they will be required to show their digital vaccination certificate on their MySejahtera app to verify their full vaccination status
- In the event all/any of the above are not complied with and/or participants develop any symptoms, we reserve the right to refuse entry and/or they will be asked to leave immediately
- The seminar support team including speakers and logistic personnel will be fully vaccinated
- We will reconfirm registrations as soon as possible on a first-come-first served basis as the classroom size is subject to SOP requirements, but it is estimated that each class will be between 20-40pax. At the same time, we reserve the right to re-schedule any classes which do not meet the minimum requirements by the venue provider.
- any registrations received after the above deadline 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.

Yours faithfully

PERSATUAN PENGURUSAN KOMPLEKS MALAYSIA (PPK)



TAN SRI DATO TEO CHIANG KOK, President

Endorsed by:



PPKM CERTIFICATION COURSE REGISTRATION

****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 25 March 2022 to confirm seating.*
- *For registrations received after the closing date, a late surcharge of RM212 per registration per module shall be imposed. Deadline: 25 March 2022*
- *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 including the late surcharge.*
- *All participants are required to attend the full day course failing which Certificate of Attendance will not be given.*
- *The **non-refundable** fee includes the cost of the sessions, lunch & tea breaks, seminar notes and a Certificate of Attendance.*
- *Attire - office wear.*

FEES below include 6% service tax. There will be a RM 53.00 discount per pax for minimum 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 PPKM / MRCA / REHDA / MRA / FIABCI (RM)	Non- members (RM)	Members PPKM / 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 register at the following links:

Marketing & Leasing Part 1: <https://forms.gle/pRJfxszQHq7eDUJ87>

Marketing & Leasing Part 2: <https://forms.gle/q8kBGXxEvh96LmM9>

Administration (Parts 1+2 combined): <https://forms.gle/Fcf6phRoxc1buBDj9>

Operations & Maintenance Part 1: <https://forms.gle/zCvTzqW6iku1a1nF7>

Operations & Maintenance Part 2: <https://forms.gle/Ra6z3i5orghTCtak6>

**if you wish to register for this special promotion or have any queries, kindly email us at secretariat@ppkm.org.my and/or call us at 03-7727 6202 or Jean at 016-319 8956

For online banking transfers, please bank in to our account as follows:

A/c payee: PERSATUAN PENGURUSAN KOMPLEKS MALAYSIA (PPK)

CIMB Account Number: **8002636850**

Thereafter, please email your bank-in slip to secretariat@ppkm.org.my to confirm your seat.

Thank you.