**EXTRACT OF MINUTE**

Content

Font: *Arial*

Size: 12-14

Spacing: Single - 1.5

PKKP**,**

**REQUEST FOR BUDGET APPROVAL .............................................................................**

The above matter refers.

**1.0 OBJECTIVE**

Paragraph Numbering

Click Tab

once after paragraph number

...................................................................................................................................

**2.0 BACKGROUND INFORMATION**

2.1. ........................................................................................................................

1. **FINANCIAL IMPLICATION**

3.1. ........................................................................................................................

**4.0 RECOMMENDATION**

4.1. ........................................................................................................................

Thank you.

3 times spacing

*Single* spacing

**(NAME)**

Sender’s name written in capital letter and bold

Position

Division

File’s Reference : MITI.100-1/1/1 ( 1 )

Date : May 2023

**REQUEST FOR BUDGET APPROVAL............................................................................**

**FINANCE DIVISION’S COMMENT**

Finance Division \***supports / does not support** the application of .....................................................(state the title of the application) amounting of **RM**............... using the allocational from ........................... under OS/ OA ................... with a balance of **RM**............................ on ......................... The division must ensure the application:

|  |  |
| --- | --- |
|  | Comply with the rates specified in the circular in force |
|  | Have the sufficient allocation |
|  | Comply with the Government procurement procedures |
|  | Obtained special confirmation document |
|  | Others: ....................................................................................................... |

……….……………………..………

**(KALITHASAN A/L KALIAPPAN)**

**Finance Director**

**Ministry of Investment, Trade and Industry**

**Date :**

\* please strike out whichever is not applicable

**REQUEST FOR BUDGET APPROVAL............................................................................**

**SENIOR DIRECTOR MANAGEMENT SERVICES DECISION**

I, hereby \***agree / disagree** to approve this request for ................................... (state request title) amounting to RM............... using allocation ..........................., under **OS/ OA** ........................

**INSTRUCTION / REMARKS (if any)**:

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………………………..…………

**(MUHAZZIB HARUN)**

**Senior Director of Management Services**

**Ministry of Investment, Trade and Industry**

**Date:**

\* please strike out whichever is not applicable