

**Guidelines for Participants attending CEP SWAM or CEPIETSO BP Training**

Dear customers,

Please follow the guideline below for step-by-step procedure prior to, during, and after the completion of the training:

Step	Action Item	Focal Person
1-	<p><b><u>Application</u></b></p> <p>Submit the following documents:</p> <ol style="list-style-type: none"> <li>1. Application Form (<i>must be readable to avoid any error</i>)</li> <li>2. A copy of <b>highest</b> academic certificate of the participant (e.g. degree, diploma)</li> <li>3. Job offer letter/letter from company stating participant's working experience (for other than Diploma/Degree in Science or Engineering)</li> <li>4. SSM Certificate of the Company (<i>Borang 9</i>)* and Form 13 - if the name of the company has changed</li> <li>5. SST or Bank Statement Header (first page only)</li> <li>6. TPRM Self-Declaration Form</li> </ol> <p>Only application with complete documents will be processed.</p>	<p>All the required documents must be submitted to Siti Suhaili Shuib  <a href="mailto:sitisuhaili.shuib@petronas.com.my">sitisuhaili.shuib@petronas.com.my</a></p> <p>Cc : <a href="mailto:nurfarhanim.anuar@petronas.com.my">nurfarhanim.anuar@petronas.com.my</a></p> <p><i>*item 4-6 only for non-PETRONAS and a first-time client for INSTEP</i></p>
2-	<p><b><u>Confirmation</u></b></p> <p>Participant will receive the official confirmation email to be issued by <b>7-14 days prior</b> to the training date.</p>	

	<p>INSTEP will notify you too if the session has to be postponed/ or if your application is not successful.</p> <p>No cancellation is allowed once confirmed.</p>	
3-	<p>Check your name &amp; IC number in the Joining Instructions provided in the confirmation email to avoid error in the certificate to be issued at the end of training programme.</p> <p>INSTEP will not be responsible for any error in the certificate if not being informed.</p>	<p>Please report any errors to Siti Suhaili Shuib (<a href="mailto:sitisuhaili.shuib@petronas.com.my">sitisuhaili.shuib@petronas.com.my</a>) <b>within 3 days</b> after receiving the confirmation email.</p>
4-	<p><b><u>Invoice</u></b></p> <p>Invoice will be issued within few days after the confirmation email has been sent to you. You are given 30 days from invoice issuance date to clear the payment. (payment term 30 days after received the invoice)</p>	<p>For invoice related matter, please follow up directly with the following focal person:</p> <p>1- M Lukman Hakim Adnan <a href="mailto:mlukmanhakim.adnan@petronas.com.my">mlukmanhakim.adnan@petronas.com.my</a> (+609 - 6687 209)</p> <p>2- Habibah Yusoff <a href="mailto:habibah.yusoff@petronas.com.my">habibah.yusoff@petronas.com.my</a> (+609 - 668 6296)</p>
5-	<p><b><u>Payment</u></b></p> <p>Payment made must be notified to INSTEP for receipt issuance.</p>	<p>Please email the copy of payment proof to the following focal person:</p> <p>1- Siti Suhaili Shuib <a href="mailto:sitisuhaili.shuib@petronas.com.my">sitisuhaili.shuib@petronas.com.my</a></p> <p>2- W Asmah W Daud <a href="mailto:asmah.daud@petronas.com.my">asmah.daud@petronas.com.my</a></p>
6-	<p><b><u>Payment Receipt</u></b></p> <p>Receipt will be issued by our Finance team on the first week of the consecutive month.</p>	<p>For receipt related matter, please follow up directly with the following focal person:</p> <p>1- Azizul Rahman Azli <a href="mailto:azizulrahman.azl@petronas.com.my">azizulrahman.azl@petronas.com.my</a></p>

7-	<p><b><u>Certificate of Attendance</u></b></p> <p>Certificate will be issued to the participant in hard copy on their <b>last day</b> of training.</p>	<p>Please notify Siti Suhaili Shuib (<a href="mailto:sitisuhaili.shuib@petronas.com.my">sitisuhaili.shuib@petronas.com.my</a>) if you did not receive your certificate of attendance.</p>
8-	<p><b><u>Result</u></b></p> <p>You may check your result after 2-3 months from the date of training completion thru EIMAS website.</p> <p>This process will be briefed to the participants during the training. If you couldn't see your results after 2-3 months from training completion, please check whether payment has been cleared. If cleared, please notify INSTEP on the payment.</p> <p>INSTEP will hold the result until payment proof is provided.</p>	<p>Check your result thru: <a href="http://www.doe.gov.my/eimasv2/">http://www.doe.gov.my/eimasv2/</a></p> <p>Please email payment proof to Siti Suhaili Shuib (<a href="mailto:sitisuhaili.shuib@petronas.com.my">sitisuhaili.shuib@petronas.com.my</a>). Only then, INSTEP will release your result.</p>

For general inquiries regarding Certified Environmental Professional in the Operation of Industrial Effluent Treatment Systems (Biological Process) (**CEPIETSO BP**) or Certified Environmental Professional in Scheduled Waste Management (**CEPSWAM**), please contact:

Siti Suhaili Shuib

(Programme Leader for CEPIETSO BP & CEPSWAM)

([sitisuhaili.shuib@petronas.com.my](mailto:sitisuhaili.shuib@petronas.com.my))

09-668 6000

Working days: Sunday – Thursday ( *following Terengganu state working days* )