

Our reference : UKMPSB/APM/B200643/Bil. (04)  
Date : 27<sup>th</sup> July 2020

**Assoc. Prof. Ir. Dr. Nazrul Anuar Nayan**  
Jabatan Elektrikal, Elektronik dan Sistem Kejuteraan  
Fakulti Kejuteraan & Alam Bina  
Universiti Kebangsaan Malaysia

Dear Sir,

**PROJECT: COACHING PROGRAMME PEMBANGUNAN SISTEM DAN KEUPAYAAN  
SISTEM TERBUKA (OSDEC)**

- Letter of Invitation as Speaker – (Software Development Coaching Strategy)

The above matter refers.

We are pleased to inform that UKM Pakarunding Sdn. Bhd. (UKMP) (hereinafter referred as Principal Consultant) has been officially awarded by **FOTIA Solution Sdn. Bhd.** (hereinafter referred as Client) to carry out the above project (hereinafter referred as Services). The duration of this program is from **1<sup>st</sup> – 31<sup>st</sup> August 2020.**

We hereby wish to invite you, **Assoc. Prof. Ir. Dr. Nazrul Anuar Nayan** as an invited speaker for the sessions under Software Development Coaching Strategy.

**The scope of work:**

1. To act as a speaker during the whole session of training for Software Development Coaching Strategy.
2. To develop and prepare report module within the scope for the client.

**Professional Fees:**

- The Fees including the out-of-pocket expenses for amount of RM 2,400.00 based on lump sum basis.

Your expertise in the topic will be an excellent addition to this program and would be grateful for your participation.

Best regards.

Yours faithfully,



**YURINY BIN ADNAN**  
Acting Chief Executive Officer

c.c

1. File



LETTER OF ACCEPTANCE

Date :

Chief Executive Officer  
UKM Pakarunding Sdn Bhd  
Universiti Kebangsaan Malaysia  
Aras 3, Bangunan Wawasan  
43600 Bangi  
Selangor  
Fax : 03-8925 2469

Dear Sir,

**PROJECT: COACHING PROGRAMME PEMBANGUNAN SISTEM DAN  
KEUPAYAAN SISTEM TERBUKA (OSDEC)**

- Letter of Acceptance To Be Part Of Study Team

May I refer to your Letter of Appointment dated **27<sup>th</sup> July 2020** with regard to the above.

I am pleased to acknowledge receipt of the above letter and hereby agree accept the appointment thereto as per the terms and conditions set therein.

**Signature** : .....

**Name** : **Assoc. Prof. Ir. Dr. Nazrul Anuar Nayan**

**IC No.** : .....

**Address** :