



MALAYSIA-THAILAND  
Joint Authority

**INTER-OFFICE MEMO**

*Agreed for 5/12/23*  
*Agreed for 5/12/23*

To : CEO/ DCEO  
Through : *Kandhan 12/9/2023* Manager/ Assistant Manager BS&LS Dept.  
From : Sr. Office Admin/ HR Officer, BS&LS Dept.  
Date : 5 December 2023  
Subject : **Proposed Internship Guidelines in Compliance with MTJA HR Procedures**

With reference to MTJA Management meeting on June 2023 (5/268/2023), Management requested BS&LS to draft MTJA Internship Guidelines which are used for consideration and approval of applications from interns with terms and conditions the interns shall comply with.

BS&LS hereby submit the proposed draft MTJA Internship Guidelines in Compliance with MTJA HR Procedures as attached, for your kind consideration and approval.

Thank you.

**Kamolchanok Rujiwattanapong**  
**Senior Office Admin/ HR Officer**  
**Business Support & Legal Services Dept.**

*Attachments*



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## **GUIDELINES FOR MTJA INTERNSHIP/INDUSTRIAL TRAINING PROGRAM**

### **OBJECTIVES**

This guidelines set out administrative guidelines for internship candidates, selection process, training evaluation, and training completion, including interns' benefits and entitlements.

### **QUALIFICATION**

Malaysian or Thai University students who are studying for Bachelor's degree in the fields of Geological Sciences and Engineering related to Oil and Gas industry such as Petroleum Engineering, Drilling and Well Engineering, with a minimum Cumulative Grade Point Average of 2.7.

### **INTERNSHIP REQUESTS**

1. All candidates shall submit their applications with documents in English Language to MTJA containing the following details:
  - Statement of Interest to internship with MTJA
  - Curriculum Vitae
  - Latest Academic Results / Transcript / Course Syllabus
  - A copy of identification card/passport.
  
2. All documents need to be submitted to Business Support and Legal Services Department (BS&LS)/Senior Office Admin/HR Officer (SOA) no later than two (2) months before starting the internship program.

## **SELECTION PROCESS**

1. SOA shall review all submitted documents from the candidates to Manager/Assistant Manager of BS&LS within seven (7) working days after receiving the completed documents.
2. Manager/Assistant Manager of BS&LS shall review and provide recommendations within three (3) working days upon receipt to Manager/Assistant Manager of the Department which is related to the studying fields of the candidates for their consideration.
3. The relevant Departments shall review and consider the submitted documents and inform their acceptance of intern in MTJA/ Operators to Manager/Assistant Manager of BS&LS within ten (10) working days upon receipt.
4. Manager/Assistant Manager of the relevant Department shall assign a supervisor to prepare training scopes and inform BS&LS for record.
5. BS&LS shall prepare letters and documents as follows:
  - Letter of Acceptance (ANNEXURE A)
  - Confidentiality Agreement (ANNEXURE B)
  - Response Form (ANNEXURE C)
  - Intern's Benefit and Entitlement (ANNEXURE D)
  - Letter of Indemnity (ANNEXURE E)
  - Placement of intern in operator company (if any) (ANNEXURE F)
6. BS&LS shall inform MTJA Management of the acceptance of the intern in the Management Meeting.

### **TRAINING ATTENDANCE**

1. The office working hours for the intern shall follow the MTJA working hours in accordance with the MTJA Terms and Conditions of Services 2016 and the relevant Inter-Office Memo (IOM) issued thereafter. Flexi working hours may be granted subject to approval by the Management of the relevant Department to where the intern is attached to.
2. The intern will be required to report their attendance to their supervisor during their training period.
3. The intern will be given a visitor access card to MTJA office and shall return it to BS&LS or supervisor two (2) days before completing their internship training.
4. During the period of internship, full-time intern will be allowed to take rest periods of one (1) day a month (in addition to Saturdays, Sundays, Public holidays and Privilege days). Any unused accrued rest days will not be compensated financially.

### **BENEFITS AND ENTITLEMENT**

1. Interns will be entitled to the relevant allowances as stated in MTJA trainee allowance procedure.
2. Interns shall submit their expenses claim form monthly attaching monthly tasks that have been verified by supervisor.
3. Interns are not entitled to transportation costs during the weekend, public holidays or if they are on leave.
4. Any leave taken more than one (1) day would be considered as “non-reimbursable” day in which the accommodation and daily allowance will not be claimable.



## **TRAINING EVALUATION**

1. Interns shall submit summary of assigned task completed to their supervisor weekly or monthly which is subject to the request by the supervisor for record.
2. Two (2) weeks before the end of their internship, interns shall prepare and submit a completed task report and results of internship to their supervisor and Management of the relevant Department of their internship.
3. Supervisor shall inform and provide the final report of the internship attaching the completed task report and results to BS&LS for record.

## **CERTIFICATE OF ACHEIVEMENT**

1. Supervisor shall inform BS&LS via email of the completion of internship, for preparing Internship Certificate within ten (10) days before the end of the internship.
2. After completion of the internship, BS&LS shall prepare a Certificate of Achievement for CEO and DCEO's signatures.
3. CEO/DCEO or Management shall issue Internship Certificates to the interns who have successfully completed their internship.



**DATUK JOSEPH PODTUNG**  
Chief Executive Officer (CEO)



**MR.SUPAT NAPANOPARATKAEW**  
Deputy Chief Executive Officer (DCEO)

Effective date: 5 December 2023

... June 2023

Ref.No.: MTJA/BL/23/....

**Mr./Ms.** .....

Dear Mr./Ms.

**INDUSTRIAL TRAINING AT MALAYSIA-THAILAND JOINT AUTHORITY**

The Malaysia-Thailand Joint Authority (MTJA) is pleased to offer you a place for industrial training effective from ..... **until** ..... During the duration of the training, you are expected to gain fundamental knowledge in Oil & Gas business in the Malaysia-Thailand Joint Development Area and will be exposed to technical learning and skill with our Operators.

All trainees are subject to the training terms and conditions and will be provided with daily allowances, daily transportation, and accommodation allowances throughout the duration of the training as determined by MTJA. Please refer to the attached "Scope of Training (.....)" training schedule for further detail.

For more inquiries, please contact Ms. Kamolchanok Rujiwattanapong at 03-2172 2243 or kamolchanok@mtja.org or (assigned supervisor) at 03-2172 2xxx or xxxx@mtja.org.

We wish you the best of luck and a warm welcome to MTJA.

Yours Sincerely,

**DATUK JOSEPH PODTUNG**  
Chief Executive Officer  
Malaysia-Thailand Joint Authority

..... June 2023

Ref.No. : MTJA/BSLS/xx/xxx

Ms. ....

Dear Sir,

**CONFIDENTIALITY AGREEMENT AND TERMS OF INDUSTRIAL TRAINING**

This is to record that all available technical and commercial data and information, whether directly covering the area referred to hereinafter or indirectly relating thereto, which Malaysia-Thailand Joint Authority (MTJA) and/or its Operator, Carigali PTTEPI Operating Company Sdn. Bhd. has disclosed to you to enable the study on all data (soft & hard copy) in the Malaysia-Thailand Joint Development Area (hereinafter referred to as "JDA Confidential Information") have been disclosed on the following understanding: -

1. That you will treat as strictly confidential and will not disclose or permit disclosure to any third party or permit the use in any way not specifically authorized by MTJA of any of the JDA Confidential Information disclosed to you for the evaluation by you unless prior written approval of MTJA is obtained.
2. Any samples, drawings, agreements, specifications, flow sheets, descriptions, economic data, operating data and other technical written material constituting the JDA Confidential Information provided to you shall remain the property of MTJA and at MTJA's request, you will return the Confidential Information and all information derived or generated therefore to MTJA.
3. That you will provide MTJA with a written report of the area based on the study conducted at the end of study period as specified by MTJA.
4. That the disclosure of the above JDA Confidential Information by MTJA to you shall not in any way prejudice MTJA's right to disclose the same to other interested parties.

Yours Sincerely,

**DATUK JOSEPH PODTUNG**  
Chief Executive Officer  
Malaysia-Thailand Joint Authority

I confirm my agreement with the content of the above-written Confidentiality Agreement

Name: (Internship details)

Signature:

Date:

IC NO:

Date this:

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SIGNATURE FROM THE UNIVERSITY  
ADDRESS AND CONTACT DETAILS



**BORANG JAWAPAN – Sila isi dan kembalikan sebelum : xx Jun 202x**  
**Response Form – Please return this form before : xx June 202x**

Tarikh : ..... June 202x  
*Date*  
 Surat Kami :  
*Our Ref.*  
 Surat Tuan : 100-UiTMJ(HEA/FSKM.13/3/4)  
*Your Ref.*

Tuan/Puan  
*Sir*

**LATIHAN PRAKTIK DIPLOMA SAINS KOMPUTER**  
***Practical Training Of Diploma in Computer Science***

Kami \*bersetuju/tidak bersetuju untuk menempatkan pelajar Bachelor xxxxxxxxx di organisasi kami.  
*We \*agree/disagree to placed the student of Bachelor in xxxxxxxxxx at our organization.*

Bilangan Pelajar : One (1)  
*Number of Student*

Syarat atau penerangan jumlah elaun (jika ada): Refer to attachments  
*Requirement or amount of allowance (if any)*

Nama Pelajar yang dipilih :  
*Name of selected student*

TUGASAN SEMASA LATIHAN : Refer to Scope of Training attached  
***TASK DURING TRAINING***

Pastikan tugas yang diberi adalah berkaitan dengan bidang xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.  
*The tasks assigned must be related to xx.*

**CONTOH:**

***Example:***

Nama Pegawai : Ms. Kamolchanok Rujiwattanapong  
*Officer's Name*

Jawatan : Senior Office Administration & HR Officer  
*Position*

Nama & Alamat : Malaysia-Thailand Joint Authority,  
 Suites 6-01, Menara See Hoy Chan,  
 No 374, Jalan Tun Razak, 50400, Kuala Lumpur

No. Telefon : 03-2172 2222  
*Contact No.*

No. Fax : 03-2172 2223  
*Fax No.*

Saya dengan ini bersetuju menerima segala syarat seperti yang dinyatakan di atas.  
*I hereby agree to accept all the requirements as stated above.*

Yang benar  
*Sincerely yours*

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Kamolchanok Rujiwattanapong  
Senior Office Administrator & HR Officer  
Malaysia-Thailand Joint Authority

\*Potong yang tidak berkenaan  
*\*Strikeout where not applicable*

## **New rates for trainee allowances since 1 August 2010**

### **1. Mobilization costs**

The trainee from Thailand is entitled to claim on a reimbursable basis of return economic class air ticket. The flight claimable will be from the original hometown to Kuala Lumpur and return. The trainee will also be entitled to claim the receipted transportation cost from KLIA to their intended accommodation in KL and return. The Thais will also be able to claim the visa application to be in Malaysia.

### **2. Accommodation**

The trainee is allowed to claim a receipted accommodation of a maximum of RM150 per night to stay at hotels, apartments or any suitable accommodation in Kuala Lumpur during their training. However, if the trainee chooses to stay with friends or family, the unreceipted lodging allowance of RM30/ night should be claimable.

### **3. Daily allowance**

The trainee is entitled to claim RM40 per day of daily allowance for their subsistence.

### **4. Transportation**

The trainee is entitled to claim transportation cost of RM10 per day during their working days. They are not entitled to claim transportation costs during the weekend or if they are on leave.

### **5. Training leave**

In order to instill discipline and to experience the actual working life, the trainees are only allowed 1 (one) day leave for every one completed month in MTJA. Any leave more than one day would be considered as "non-reimbursable" day in which the accommodation and daily allowance will not be claimable.

DATE:

**MALAYSIA-THAILAND JOINT AUTHORITY  
SUITE 6.01, 6TH FLOOR, MENARA SEE HOY CHAN,  
NO 374 JALAN TUN RAZAK  
50400 KUALA LUMPUR**

Attn: Mr. ....,  
Manager, BSLS

Tel: 603-21722222  
Fax: 603-21721223

Dear Sir/Madam

**LETTER OF INDEMNITY**

In consideration of **MALAYSIA-THAILAND JOINT AUTHORITY** affording **MR. ....**  
**(PASSPORT NO)** of ..... **UNIVERSITY** for **MALAYSIA-THAILAND JOINT AUTHORITY**  
**INTERNSHIP PROGRAM**, is hereby agrees that:-

1. The University shall be liable for and will indemnify **MALAYSIA-THAILAND JOINT AUTHORITY** against any liability, loss, claim of proceedings in respect of personal injury (whether fatal or otherwise) to him/her or any property arising out of or caused by any negligent act or omission of **MR. .... (PASSPORT NO)** or any work at which **MR. .... (PASSPORT NO)** may be undergoing his/her training; and
2. The college shall not hold **MALAYSIA-THAILAND JOINT AUTHORITY** in any way liable or make any claim or take any proceedings against **MALAYSIA-THAILAND JOINT AUTHORITY BHD** in respect of any personal injury to **MR. .... (PASSPORT NO)** or loss or damage to his/her property which he/she may suffer in consequence of the facilities afforded him/her to attend any of the **MALAYSIA-THAILAND JOINT AUTHORITY** or departments at which he/she will be receiving the training.

Date this: (4<sup>th</sup> xxx 2023- 4<sup>th</sup> xxx 2023)

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**SIGNATURE FROM THE UNIVERSITY  
ADDRESS AND CONTACT DETAILS**



..... June 2023

Ref.No. : MTJA/BL/23/....

Manager,  
HR & Admin Section,

Dear Madam,

**PLACEMENT OF STUDENT TRAINEE IN CPOC/CHOC**

Malaysia-Thailand Joint Authority (MTJA) is pleased to inform that **Ms.** ....., a xxxxx student from Universiti ..... has been offered to undergo industrial training effective from ..... until ..... During the duration of the training, the student is expected to gain fundamental knowledge in oil and gas engineering in the Malaysia-Thailand Joint Development Area.

We would like to request your assistance to place the student trainee in a suitable department in CPOC/CHOC during the second period of the training from ..... **until** ..... **2023** to fulfill their training requirement. We trust that CPOC/CHOC will provide the student trainee an opportunity to learn and acquire the required technical knowledge.

All trainees are subject to the training terms and conditions as stipulated by MTJA. The student trainee will present to MTJA Office a weekly report of their tasks throughout their placement in CPOC/CHOC. Trainees will be provided with daily allowance, accommodation and transportation allowances throughout the duration of the training which will be borne by MTJA.

For more inquiries, please contact Ms. Kamolchanok Rujiwattanapong at 03-2172 2243 or kamolchanok@mtja.org or (assigned supervisor) at 03-2172 2xxx or xxxxx@mtja.org. Attached is the resume of the student trainee and other related documents for your reference.

Thank you,

Yours sincerely,

**DATUK JOSEPH PODTUNG**  
Chief Executive Officer  
Malaysia-Thailand Joint Authority



# *Certification of Achievement*

*This is to certify that*

*has successfully undertaken and completed training on the subject of*

“ ..... ”  
*during the period from .....with the*

***Malaysia-Thailand Joint Authority***

*Kuala Lumpur, Malaysia*

.....

**DATUK JOSEPH PODTUNG**

*Chief Executive Officer*

**SUPAT NAPANOPARATKAEW**

*Deputy Chief Executive Officer*