



UNIVERSITI TUNKU ABDUL RAHMAN
Faculty of Accountancy and Management
Bandar Sungai Long Campus
Jalan Sungai Long, 43000 Kajang, Selangor Darul Ehsan
Phone: 03-90194722

Our Ref: FAM/PG/2025/109

7 August 2025

En. Ahmad Najmi Bin Ariffin
Ecosystem Development, Level 16, Tower 1,
PETRONAS Twin Towers,
Kuala Lumpur City Centre,
50088 Kuala Lumpur, Malaysia

Dear sir/madam,

RE: APPOINTMENT OF GUEST SPEAKER

We are pleased to inform you that UTAR has appointed you as the Guest Speaker of Faculty of Accountancy and Management for Bachelor of Accounting (Honours) Bachelor of Finance (Financial Technology) with Honours programme for a term of 1 Trimester commencing from 07 August 2025 to 07 August 2025 with an **honorarium / allowances** of **RM150.00 per hour**.

Name	:	En. Ahmad Najmi Bin Ariffin
Faculty	:	Faculty of Accountancy and Management
Programme	:	Bachelor of Accounting (Honours)
		Bachelor of Finance (Financial Technology) with Honours
Courses	:	UKEQ3133/UKEQ3193 Business Analytics

Terms & Reference

- Make the necessary preparation for the assigned topic based on the course syllabus. This shall include but not limited to prepare the necessary teaching material and power point presentation slide for students.
- Submit, at least two weeks in advance, the material used in delivering the assigned topic to UTAR course coordinator for the course coordinator to upload the material for student's perusal.
- Adhere to the assigned class schedule and delivered the assigned topic accordingly to the assigned date, time and venue. If there is a need to reschedule, the Guest Speaker shall inform UTAR course coordinator in advance for the course coordinator to make the necessary arrangement.
- Work closely with the UTAR course coordinator in delivering a fruitful talk to students.
- Provide suggestion and recommendation as to improve the existing course syllabus
- To conduct talks in UTAR in his/her expert areas.
- To collaborate with UTAR's academic staff and link UTAR with external parties on academic and research matters.

Thank you and best regards.

Yours sincerely,

Pok Wei Fong

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Dr Pok Wei Fong

Dean

Faculty of Accountancy and Management

To : The Dean
University Tunku Abdul Rahman
P.O. Box 11384
50744 Kuala Lumpur
Malaysia

(Attn: _____)

I am pleased to confirm my acceptance as External Guest Speaker for Universiti Tunku Abdul Rahman (UTAR) for the following: -

Programme : Bachelor of Accounting (Honours)
Bachelor of Finance (Financial Technology) with Honours
Commencing : 07 August 2025 to 07 August 2025
Duration : 1 Trimester

Kindly provide us the details of your bank account. Any honorarium / allowances from UTAR will be credited directly to your bank account.

Name of Account Holder	AHMAD NAJMI BIN ARIFFIN
Name of Bank	MALAYAN BANKING BERHAD (MAYBANK)
Address of Bank	Level 1, Menara Felda Platinum Park, 11, Persiaran KLCC, Kuala Lumpur
Tel no. of Bank	03-2386 5888
Account No.	5649 2200 9734
Type of Account	SAVING ACCOUNT
Currency	RINGGIT MALAYSIA
SWIFT Code	MBBEMYKLPWM
Beneficiary Contact No.	013-4748674
Beneficiary Email Address	anajmiariffin@gmail.com

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Name : AHMAD NAJMI BIN ARIFFIN
Date: 08 SEPTEMBER 2025