**SULIT**



JPPA e-Log Number  
  
**BP202X –**000000

### MEMORANDUM ANTARA JABATAN

|  |  |  |
| --- | --- | --- |
| **Kepada** | **:** | Timbalan Gabenor [DG Name] |
| **Melalui** | **:** | Penolong Gabenor [AG Name] |
| **Daripada** | **:** | Pengarah, Jabatan Dasar Pertukaran Asing |
| **Perkara** | **:** | **[Subject Matter]**   * **[Applicant Name] ([Short Name of Applicant])** |

To seek [Timbalan/Penolong] Gabenor’s approval for [Short Name of Applicant] ….

2. [Reason(s) approval is required]

**Background**

3. [Background and description of application]

**Assessment and Proposal**

4. The application merits approval based on the following:

1. [Rationale of Approval];

5. Based on the above, we propose to ….

The above is submitted for [Timbalan/Penolong] Gabenor’s approval, please.

Jabatan Dasar Pertukaran Asing

[Memo Date]

Prepared by: [PO Name]

Reviewed by: [Manager Name] / [Deputy Director Name]]

Date of application received: [Date]

Date of full info received: [Date]

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