

## UNITED VOICE ANNUAL REPORT 2013

### 1. Committee Members

President	: Felicia Fang Yann Yann
Vice President	: Nazmi Bin Kamarulzaman
Secretary	: Teoh Hooi Ting
Asst Secretary	: James Lim Ming Koon
Treasurer	: Azlan bin Mohd. Amin
Ordinary Com. Members	: Moo Shook Leng (Esther)
	: Tang Weng Cheong (Alexander)
	: Johari bin Jamali
	: Cynthia Joann A/P Thomas Raju

*\*Navaanitha A/p Santhramogan has replaced Alex Tang as committee member since September 2013*

### **Committee Meetings & Social Meetings held in 2013:**

March 17 – AGM

2 Feb, 21 Apr, 19 May, 30 June, 25 Aug, 22 Sept, 24 Nov – Committee & Social Meetings

### 2. Members

1. Aaron Tong Teng Lee	101. Thomas Yeoh Yee Hung
2. Adeline Chong Li Lian	102. Thong Kong Weng
3. Ahmad Aizuddin Bin Khairuddin	103. Wee Boon Yee
4. Aida Rahayu Binti Abu Bakar	104. Wendy Yeong Sau Kuen
5. Albert Jaya Kumar s/o Manoharan	105. Wong Chang Wei
6. Albert Wong Kim Tat	106. Wong Hong Sing
7. Alexander Tang Wing Cheong	107. Wong Khai Lun (Kenneth)
8. Alvaro Massano Sta Maria	108. Wong Leong Kit (Anthony)
9. Alvin Tan Kang Lin	109. Wong Wei Leong (Moses)
10. Alwin Tam	110. Yang Hui Mei (Fiona)
11. Amin Onizukawaki	111. Yeong Gua Foeng
12. Amirah Binti Mohd Sari	112. Yong Choy Wah
13. Anthony Tan Chin Huat	113. Yudhesh Subramaniam
14. Aslam Bin Sulaiman	114. Yuwaneshvari D/O Sivalingam
15. Basri Kamil Bin Wan Bukhari	115. Ernest Chen Wen Xian
16. Breiv Benedict A/L Sinasamy	116. Douglas Chen Wen Ming
17. Caryn Loke Kai Ying	117. Lim Shu Xian
18. Chan AiLeen	118. Kevin Koh Boon Keong
19. Chan Choon Kit	119. Chee Siew Chong
20. Chan Fung Lan	120. Peter Loang
21. Chan Pooi Loong (David)	121. Lee Weng Choong (Anthony)
22. Chan Yee Jen, Charmaine	122. Ng Yung Wei
23. Chang Kok Woei	123. Seow Yin Pei
24. Chen Wei Lum (William)	124. Chew Boon Fung
25. Chia Kai Chung	125. Tham Zi Yan
26. Chin Jian Seung	126. Chew Chu Hung
27. Chow Kien Kit	127. Chan Siew Khim
28. Chow Weng Hoe	128. Lee Seng Kit
29. Christina Yeow Chor Keen	129. Koh Khong Way
30. Clement Ooi Kit Meng	130. Liang Yi Hui
31. Cynthia Joann A/P Thomas Raju	131. Vivian Koh Sh Min
32. Daisy Rohini Daniel	132. Mary Ann Gasper
33. Damien Wong Sher Yng	133. Elvin Yeong Wai Kee
34. David Foo Khee Choong	134. Samantha Soo Lin Ramasamy
35. Dennis Liew Kai Mun	135. Lim Kok Haw

- |   |                                       |
|---|---------------------------------------|
| 36. Diana Choong                            | 136. Chin Keat Lai                    |
| 37. Elaine Choo                             | 137. Chung Jing Yee                   |
| 38. Eleanore D'Orville                      | 138. Sarah Binti Mohd Yusop           |
| 39. Elijah Sunderaj Stephen                 | 139. Marie Anne Selvarajah            |
| 40. Esther Moo Shook Leng                   | 140. Wong Jenna                       |
| 41. Eugene Lau Boon Leng                    | 141. Tan Shen Mei                     |
| 42. Felicia Fang Yann Yann                  | 142. Tee Wai Chun                     |
| 43. Foo Yong Cheng                          | 143. Hew Yuen Mun                     |
| 44. Gan Yih Nian                            | 144. Nik Zulfadli Afif Bin Nik Amran  |
| 45. Haniff Bin Jantan                       | 145. Lee See Hoo                      |
| 46. Harry Ng Tean Jui                       | 146. Tan Teck Heng                    |
| 47. Intan Dzulkah Bt Yazid                  | 147. Yau Yee Cheng                    |
| 48. Irwan Shah Bin Faizul                   | 148. Goh Xin Yi                       |
| 49. Izzati Bt Mohamad Nor                   | 149. Fariz Bin Sharaf                 |
| 50. James Lim                               | 150. Low Jeng Han                     |
| 51. James See Fu Shang                      | 151. Adrian Anthoney Louis            |
| 52. Jason Kam Tze King                      | 152. Lee Kai Zeng                     |
| 53. Jeanie Ng Zuan Yi                       | 153. Ahmad Khair Azri Abd. Aziz       |
| 54. Jennifer Ooi                            | 154. Pua Zhe Xuan                     |
| 55. Johari Bin Jamali                       | 155. Andrew Lau Ka Keat               |
| 56. Jonathan Lee Thien Shui                 | 156. Soong Ru Heng                    |
| 57. Justin Goh Shee Yuen                    | 157. Donovan Choo Min Wy              |
| 58. Kanji Kamachi                           | 158. Justin Leong Tern-Yee            |
| 59. Kee Wai Han                             | 159. Tee Hong Guan                    |
| 60. Keith Tan Mun Ern                       | 160. Phang Wai Ken                    |
| 61. Kevin Ong Toon Yew                      | 161. Azlan Bin Mohd Amin              |
| 62. Khoo Lay Ling                           | 162. Ng Yoke Kin                      |
| 63. Kuhanesan A/L Thinagaran                | 163. Lee Shun Yun                     |
| 64. Lam Ai-Shia                             | 164. Wang Su Yin                      |
| 65. Law Chang Hoong                         | 165. Jennifer Ong Pei Kwan            |
| 66. Lee Pei San (Peggy)                     | 166. Wang Pei Yee                     |
| 67. Lee Zhi Hui (Eunice)                    | 167. Choo Kah Jun                     |
| 68. Lim Kay Huat (Deerick)                  | 168. Wong Yong Yang                   |
| 69. Lim Ming Wei                            | 169. Akmal Sulaiman B Mohd Amir       |
| 70. Lim Yu Heng                             | 170. Ahmad Farris Azizan              |
| 71. Lo Lit Whei                             | 171. S. Anushia A/P N Sinnathurai     |
| 72. Loo Hooi Peng                           | 172. Chen Chee Wai                    |
| 73. Lum Tuck Seng                           | 173. Norhaiyati Bt Mohamed Rusli      |
| 74. Michael Lee Kwet Loong                  | 174. Nur Sonia Tatania Misran         |
| 75. Mohamed Izzuddin Bin Nordin             | 175. Mahathir Bin Abd Manap           |
| 76. Mohd Aidil Bin Zulkafli                 | 176. Kevin Chok Cjun Lin              |
| 77. Mohd Faizael Bin Kamaruzaman            | 177. Simon Yang Hock Tai              |
| 78. Mohd Irfan Bin Harith                   | 178. Low Hoy Mun                      |
| 79. Mohd Shahir Bin Zulkifli                | 179. Gabriel Lee Meng                 |
| 80. Nadiyah Bt Abdul Jalil                  | 180. Azmiya Binti Azizan              |
| 81. Navaanitha A/p Santhramogan             | 181. Lim Mei Chan                     |
| 82. Nazmi Bin Kamarulzaman                  | 182. Malcolm Liew Siew Hao            |
| 83. Norsanizan Binti Mohd Noor              | 183. Wong Zy Wei (Ashley)             |
| 84. Nur Ashikin bte Abdul Ghani             | 184. Tang Chii Yin                    |
| 85. Nurulakhmal Bt Ab Rahman                | 185. Ling Jin, Teh                    |
| 86. Ong Ji Aun                              | 186. Beverly Chin Lai Yen (2013)      |
| 87. Ong Theng Yee                           | 187. Chan Kin Ho (2013)               |
| 88. Pavala Vaani Pala Krishnan              | 188. Lum Wai Khin (2013)              |
| 89. Prem Kumar a/l Sockalingam              | 189. Andrew Chew Wy-leong (2013)      |
| 90. Siti Farhah Azyan Bt Basiron            | 190. Yee Zhen Quan (2013)             |
| 91. Soo Zen Lee                             | 191. Nuramalina Binti Yusof (2013)    |
| 92. Sua Yi Wen                              | 192. Amy Melissa Ho Su Ling (2013)    |
| 93. Syed Abid Shah Bin Syed Gulzar Ali Shah | 193. Jeyshila A/P Tharnalingam (2013) |
| 94. Tam Pik Tho                             | 194. Lim Chai Hoon (2013)             |

95. Tan Seng Kit 96. Teh Choon Heong 97. Teoh Hooi Ting 98. Terrence Leow Boon Heng 99. Tey Pei Wen 100. Theresa Yeo Ser Chia	195. Ammar Muzakkir Bin Mohammad Khuzaini(2013) 196. Mohd Fairus B Abd Manap (2013) 197. Menaka Menon A/p Sukumaran (2013) 198. Foong Jeng Keet (2013) 199. Wong Suet Ming (2013)
--	---

Total Membership: **199 Members, 13 new members in 2013**

### 3. Staff

1. Lead Coordinator	Yeong Moh Foong (B.A.)
2. Administrator (part-time)	Karen Yong San Hoong
3. Office Assistant	Lo Lit Whei (UV Member)
4. Accounts Administrator (part-time)	Judy Tan Bee Toh
5. Training Coordinator	Pang Jee Ching (M.A.)
6. EP Production Supervisor	Wendy Yeong Sau Kuen (UV Member)
7. EP Production Supervisor	Nareah bte Ahmad
8. EP Production Supervisor	Norhayati Bt Talib
9. EP Production Assisstant	Siti Farhah Azyan bt Basiron (UV Member)

Yow Keng Lee resigned from UV effective 1<sup>st</sup> April 2013

Mohd Iskandar Bin Zainudin resigned from UV effective 1<sup>st</sup> June 2013.

Michelle Lee Bee Heong resigned from UV effective 1<sup>st</sup> August 2013.

Fadzillah bte Buang resigned from UV effective 1<sup>st</sup> September 2013.

Note: EP: Employment Project

#### **Advisors of United Voice:**

1. Fatimah Mariah Bt Rasid
2. Yeo Swee Lan

### 4. Advocacy Activities

Date	Event/Activities	PIC
30 Jan	Audit Access for <b>Monorail, Rawang</b>	Michelle, Nazmi
16 Apr	<b>Jawatankuasa OKU</b> meeting at Ministry Of Transport	James, Moh Foong
17 Apr	Audit Access at <b>Batu Tiga KTM</b>	Fadzillah, Intan
22 Apr	United Voice has been invited to present at the Suhakam forum on <b>“Rights of Education for Persons with Learning Disabilities”</b> . Hooi Ting shared about her school experience.	Hooi Ting, Moh Foong
30 Apr	Audit Access at <b>KL Sentral</b>	Michelle
18 July, 10 Sept	Conducted <b>DET</b> with BEAT for private sector organised by PERKESO	Moh Foong, James
20 Aug	PDK Selayang invited UV to conduct talk at their <b>“Bengkel Advokasi Diri”</b> Other PDKs from daerah Gombak also attended the bengkel	Moh Foong, Nazmi, Toshi
13 Sept	Conducted “Self-Advocacy” module for the PEMANDU initiative <b>“Transition” program</b> for a few selected Special Needs schools.	Moh Foong, Nazmi

17-19 Sept	Conducted <b>DET for Ministry of Health</b> . Most of the participants were clinic staff from Melaka & Negeri Sembilan	Moh Foong, Nazmi
18 Nov	Conducted a Bengkel Advokasi Diri for <b>Bengkel Daya Kedah</b> , Sg Petani. About 40 pelatih attended the workshop.	Moh Foong, Toshi, Nazmi
19 Nov	Conducted a <b>follow-up workshop</b> with all the self-advocacy groups in Kedah. About 16 groups attended the workshop. Also visited one of the self-advocacy group, <b>EQ1</b> from PDK Bedong	Moh Foong, Toshi, Nazmi
20 Nov	Visited <b>Cempaka</b> group from PDK Merbok	Moh Foong, Toshi, Nazmi
21 Nov	Visited the self-advocacy group in <b>Perlis</b> . 6 PDKs combined to form one group.	Moh Foong, Toshi, Nazmi
17-20 Dec	<b>Persidangan Advokasi Diri PDK</b> at Port Dickson for new PDKs. About 48 participants attended the conference.	Moh Foong, Toshi, Jee Ching, Johari

\*DET –Disability Equality Training

## 5. UV Employment Project

25 UV members are employed in United Voice Employment Project. They receive a monthly salary and annual bonus based on productivity with SOCSO and EPF. They also receive the EPC of RM300 from the Welfare Department.

The bakery produces 4 different types of cookies, 2 types of tarts, muffins and cakes. Our main sales of cookies are during festive periods like Chinese New Year, Hari Raya and Christmas.

This year we manage to setup a stall at Subang Parade in December to sell our products. On top of creating more awareness for UV, we manage to sell cookies, T-shirts, paintings and other products.

<u>Year</u>	<u>Sales of Products</u>	<u>No. of employees</u>
<b>2011</b>	<b>RM260,000</b>	<b>26 (+ 8 artists)</b>
<b>2012</b>	<b>RM230,000</b>	<b>26 (+11 artists)</b>
<b>2013</b>	<b>RM206,000</b>	<b>25 (+11 artists)</b>

### **Employees of United Voice Employment Project:**

1. Anthony Wong Leong Kit	14. Khoo Lay Ling
2. Alvin Tan Kang Lin	15. Harry Ng Tien Jui
3. Basri Kamil Bin Wan Bukhari	16. Lum Tuck Seng
4. Breiv Benedict A/L Sinasamy	17. Chia Kai Chung
5. Eleanore D'Orville	18. Daisy Daniels
6. Jennifer Ooi Phaik Hoon	19. Nurulakhmal Bt Ab Rahman
7. Jonathan Lee Thien Shui	20. Marie Anne Selvarajah
8. Syed Abid Shah Bin Syed Gulzar Ali Shah	21. Tan Seng Kit
9. Wong Wei Leong	22. Peggy Lee Pei San
10. Nur Arshikin bte Abdul Ghani	23. Albert Jaya Kumar s/o Manoharan
11. Intan Dzulikah Bt Yazid	24. Wee Boon Yee
12. Mohamed Izzuddin Bin Nordin	25. Clement Ooi Kit Ming
13. Chan Pooi Loong (David)	

**Artist of United Voice Art Gallery:**

1. Damien Wong	7. Chee Siew Chong
2. Clement Ooi Kit Meng	8. Justin Leong
3. Nadiyah Abdul Jalil	9. Andrew Lau
4. Nurulakhmal Abdul Rahman	10. Andrew Chew
5. Tan Seng Kit	11. Ashley Wong
6. Dennis Liew	

**6. Employment**

Date	Event/Activities	PIC
Feb	Tien Wah Press has decided not to hire Albert anymore due to low production at the factory.	Fadzillah
	<b>Chen Chee Wai</b> has resigned from GIANT due to some personal issue. He is now coming to do some re-training before sending him out to work again	Moh Foong
23 Apr	Briefing on <b>The Chicken Rice Shop</b> Employment Project for OKU	Michelle
2 Sept	James & Chee Wai started training at <b>The Chicken Rice Shop</b> . They had to stop training after 1 week due to injuries.	Moh Foong
3 Sept	Met 2 staff from <b>See Hoy Chan</b> who are interested to hire OKU.	Moh Foong
4 Oct	Company visit to <b>Gamuda Bhd</b> at PJ Trade Centre Purpose: To explore job opportunity for members	Jee Ching, Karen
11 Nov	James & Izzuddin has started working at <b>Parkson</b> , Subang Parade.	Jee Ching
2 Dec	Meeting at <b>Gamuda</b> – they plan to employ persons with Autism. 2 UV members were recommended: Dennis Liew and David Foo.	Jee Ching

**7. UV Promotion & Awareness**

Date	Event/Activity	PIC
Mar	<b>Artis Kids Store</b> is helping UV to promote small size paintings in their 4 outlets in Klang Valley.	Michelle
11 June	UV was invited to <b>Kolej Dika</b> to share about advocacy and parents support- 21 students of Diploma in Early Childhood	Lit Whei, Jee Ching
27 June	Invited by <b>SMK Bandar Tasik Selatan</b> to setup a stall at their Minggu Pendidikan Khas program	Moh Foong , Norhayati
6-7 July	<b>DeafMoolah</b> event at Sunway University. UV was given a booth to sell EP products.	Moh Foong, Toshi
3 Aug	<b>Taman Tun Dr Ismail Gospel Center</b> invited UV to setup a stall for their mission's day. Hooi Ting also shared about UV.	Moh Foong, Toshi, Hooi Ting, James
17 Aug	<b>Health Talk &amp; Fitness Fundraising Event 2013</b> in 1Utama	All UV staffs & committees

8. **Visitors & Volunteers**

A total of **76 students** from various colleges, universities, nursing college and schools and **245 visitors** from corporate companies, various NGOs, PDKs, parents and individuals visited UV office (including 91 from Japan, 20 from Oman, 24 from Germany and 10 from Hong Kong).

Ms. Thin Thin Htet from Swee Minn Tha Foundation, Myanmar come as an intern in UV for 2 months from 9<sup>th</sup> February-9<sup>th</sup> April. She learnt about UV's operations, Employment project, Job Coach and DET.

9. **Inter-Self-Advocacy Group**

Date	Event/Activity	PIC
	Committee has decided to organised the <b>5<sup>th</sup> National Self-Advocacy Conference</b> in 2014 together with Adventure Club (Dayspring). This year the NSAC committee has had 7 meetings.	
7-11 Apr	Visited 8 self-advocacy groups & <b>PDKs in Kelantan.</b>	Toshi, Moh Foong

10. **Training & Job Coach Network**

Date	Training Event/Client/Place	PIC
	Conducted a total of <b>48 DET Training</b> for Air Asia Staff	
10 Jan	<b>Job Coach Net Meeting.</b> Went through the amended constitution to register JC Network Malaysia and discussion on other issues.	Moh Foong
20 Feb	JC Net Meeting. <b>Prof. Ogawa &amp; Mr. Sakai</b> came to follow up with the 2 <sup>nd</sup> & 3rd batch of trainers. Also conducted a session on Mental Disabilities & Employment.	Moh Foong
18-22 Mac	JC training for <b>JKM Melaka</b>	Moh Foong
12-15 May	JC training for <b>JKM Terengganu</b>	Moh Foong
31 May, 28 June, 28 Aug	Attended a meeting on the " <b>Transition</b> " program for special need classes. United Voice will be in charge of the "Self - Advocacy" module	Moh Foong
20 June	Supported <b>Berjaya University College</b> of Hospital in interviewing and assessing trainees' intake for Certificate in Food & Beverage Services	Jee Ching
25 June	Attended a meeting at <b>Air Asia</b> with BEAT team. We were introduced to the Guest service management and also give feedback on the services provided to the PWDs by Air Asia.	Moh Foong, Wendy
6-8 July	JC training for private sector organised by <b>Jabatan Tenaga Kerja</b>	Moh Foong
9 July	<b>JC TOT 2<sup>nd</sup></b> Pre-Workshop JKMM	Jee Ching
2 Sept	Attending a training for <b>facilitation skills</b> for senior trainers at JICA	Moh Foong

31 Oct	JCNM meeting. Briefing from the 4 <sup>th</sup> batch that just came back from TOT training from Japan and also JCNM meeting.	Moh Foong, Jee Ching
8-10 Nov	Workshop to come out with a modul to “Train the Trainers” for Job Coach	Moh Foong

In August we have started a new training program called **Re-energised! A Social Thinking Training Programme**. Purpose: Members learn how to understand themselves, understand perspective of others and relate to others. The training is conducted twice a week for 3 months.

<b>Date</b>	<b>Members participated</b>	<b>Status</b>
July - Sep	James Lim, Mohd Izzuddin B. Hj Nordin, Intan Dzulaikah Bt Yazid , Nur Ashikin Bt Abdul Ghani, Chen Chee Wai, Marie Anne Selvarajah	James & Izzuddin started work at Parkson Subang Parade in November
Nov - Feb 14	Dennie Liew, Donovan Choo, Peggy Lee, Eleanore D’Oville, Siti Farhan Azyan Bt Basiron	Dennis will start work at Gamuda in March

#### 11. Other Events and Activities

<b>Date</b>	<b>Events/Activities</b>	<b>PIC</b>
28 Jan	<b>Momento</b> – new café opening in Setia Alam, Shah Alam. This café will help us to sell paintings & handicraft. They will have weekend bazaar once a month so we can sell our bakery & handicraft.	Michelle
3 Apr	JKM Selangor <b>NGO Support Road Show</b>	Michelle
23, 24 Apr	<b>JICA Counterpart Meeting</b> . JOCVs shared about their activities.	Toshi, Moh Foong
20 May	<b>Konvensyen Kebangsaan: Kepimpinan Institusi</b> Pengajian Tinggi and Kesejahteraan Sosial- Merealisasikan Transformasi Ke Arah Masyarakat Sejahtera	Jee Ching, Nazmi,
28 May	Meeting at <b>GOLD, 3C</b> with other NGO to discuss on collaboration among NGOs	Moh Foong
29 May	Attended a workshop conducted by <b>SimplyGiving.com</b> on how to raise funds online	Moh Foong
10 July	Malaysia's National Human Development Report Public Seminar organised by <b>UNDP</b>	Moh Foong, Nazmi
21 Aug	Visited <b>Hospital Selayang</b> psychiatric ward to look at their activities. They are also interested in doing job training for the patients and have requested for UV’s assistance.	Moh Foong, Toshi

29-30 Aug	Hospital Selayang organised a Seminar on <b>Occupational Therapist for Mental Disability</b> and invited UV to participate.	Toshi, Fadzillah
7 Sept	<b>Mah Sing</b> organised a Charity Dinner and UV was one of the selected beneficiary. We were given RM30,000	Ummi, Nazmi
7 Sept	<b>Beautiful Gate</b> anniversary dinner. UV was invited to attend the event	Toshi, Lit Whei
27 Sept	UV was invited to attend an event organised by <b>Friends to Mankind</b> to network with other NGOs	Moh Foong, Ummi
5 Oct	<b>Family Link Program</b> for people with mental disabilities at Hospital Selayang	Toshi, Jee Ching
11 Oct	<b>Friendship Club 10<sup>th</sup> Anniversary</b> dinner at Bukit Jalil Golf & Country Resort.	Ummi, Toshi
25 <sup>th</sup> Oct	UV is invited to a Gala Dinner organised by <b>INTI University</b> . We are one of the beneficiaries.	Jee Ching, Nazmi
26 <sup>th</sup> Oct	UV <b>Annual outing</b> to I-City. 29 members and 17 staff, volunteers and parents went for the outing.	Karen
16 Nov	Attended Filmfest by <b>Silent Shout-</b> Films made by the Deaf	Moh Foong, Toshi
12 Dec	Signing of MOU with <b>Holiday Inn Glenmarie</b> for their IHG academy	Moh Foong, Nazmi

## 12. Special Olympics

Date	Events/Activities
	Moh Foong and Wendy attended 3 <b>SOS Committee Meetings</b> from Jan-Oct 2013
3 Mac	<b>SOS AGM</b>
30 Nov-7Dec	4 UV members, David Foo, James Lim, Chan Aileen and Soo Zen Lee were selected to represent Malaysia in the <b>Special Olympics Asia Pacific</b> games held at Australia

## 13. Staff/Committee Training and Update

Date	Activities
25 Feb – 1 Mar	Michelle attended <b>Job coach training</b> at Institute Social of Malaysia
11 Mac	6 staffs visited <b>PKIK and Malaysian Care</b>
13 Mac	7 staffs visited <b>PDK Selayang and Cheshire Home Selangor</b>
2-18 Sept	Jee Ching attended the <b>Job Coach Training of Trainers in Japan.</b>
4-7 Oct	Ummi attended <b>Job Coach</b> training at ISM.
21-23 Oct	Toshi, Ummi, Boon Yee and Albert went to <b>ACS, Stepping Stones, Penang</b> for staff training



**14. Media Coverage**

- Moh Foong was featured in a writeup “Finding Her Voice” in TheStar newspaper (myStarjob section) on 31 August 2013 which talks about her work at United Voice.
- Article about United Voice in TheStar (Star2, People) on 9 Dec 2013 highlighting about volunteer work which includes interview with Moh Foong, Jee Ching, Toshi and Margaret

Prepared by:  
**Yeong Moh Foong**  
Lead Coordinator