Attachment 1

Visit Procedures and Guidelines

1) Registration is opened to all higher learning institutions a month before the date of the session.

2) Enrolment is based on a first come, first serve basis. Registration could be made by filling up the registration form, together with a cover letter (using the institution's letter head) and addressed to:

Director
Facilities Management Department
Sasana Kijang
Bank Negara Malaysia
No. 2 Jalan Dato' Onn
50480 Kuala Lumpur
Tel: 603 9179 2910 (Mr. Arman Shah Mahat)/603 9719 2919 (Mr. Ahmad Khusyairi Mohd Ali)
Fax: 603 9179 2175
E-mail: arman@bnm.gov.my/kush@bnm.gov.my

3) Cancellation of confirmed enrolment has to be communicated at least a week before the date of the visit. Last minute withdrawal will cause the institution to be blacklisted for a 12 months period.

4) Delegation has to be accompanied by at least a lecturer/member of faculty/teacher/accompanying officer. The lecturer/member of faculty/teacher/accompanying officer is responsible to inform their own respective delegates on the procedures and guidelines of the visit.

5) Each visitor is expected to wear proper attire for the visit. The Bank has a right to deny entry into the Bank's premise.

6) The visitors are required to reach at BNM Lobby C (if the venue of briefing is at BNM HQ Auditorium) or MAG Lobby (if the venue of briefing is at Sasana Kijang Auditorium) 15 minutes before the session starts. Should you reach earlier, please wait in the bus.

7) The Bank's premise is limited area in general. The movement of visitor is closely monitored via the security system; therefore, it is advisable for visitors to be confined at the designated venue.

8) The Bank's premise is a NON-SMOKING area. Only certain designated places allocated within the area are allowed for smoking.

9) No camera recording is allowed during the session or at any point of time during the visit. Photo taking is only permissible outside the building.

10) Institutions are advised not to give tokens or gifts to the speaker/organiser.

11) Bank Negara Malaysia has the right to amend the programme or change the details of the session or make cancellation due to internal demand/request without prior notice. However, the office will act at its best interest in communicating the information accordingly to all parties involved.

12) For inquires, please contact:

Mr. Ahmad Khusyairi Mohd Ali/Mr. Arman Shah Mahat
Facilities Management Department
Sasana Kijang
Bank Negara Malaysia
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50480 Kuala Lumpur
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