

**Statute Paper No. 95 of 1980
MALAYSIA**

**MEMBERS OF PARLIAMENT (REMUNERATION) ACT 1980
(ACT 237)**

PURSUANT to section 5 of the Members of Parliament (Remuneration) Act 1980, the Yang di-Pertuan Agong hereby directs that the allowances and privileges of the President of the Senate, Speaker of the House of Representatives shall be at such rates and such terms and conditions as prescribed below :

Act 237

1. ENTERTAINMENT ALLOWANCE

The allowance payable is RM9,860 per month.

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1A. PAYMENT ON APPOINTMENT

Payment on Appointment for an amount of RM10,000 is eligible to be paid for one appointment only. If payment had been received upon appointment as the Deputy President or Deputy Speaker, he is the eligible to be paid the difference between the payment for the President or Speaker and the Deputy President or Deputy Speaker.

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2. OFFICIAL RESIDENCE

(a) Furnished Government quarters shall be provided and maintained free of charge.

(b) Where no Government quarters are provided, a housing allowance is payable as follow :-

(i) When residing in his own house, a housing allowance of RM4,000 per month

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(ii) When residing in a rented house, the rent payable shall not exceed RM4,000 per month which shall be paid either direct to the landlord or to the President or Speaker.

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(c) Eligible to be provided with a dining set for 50 people.

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(d) As souvenir, the President or Speaker is allowed to retain the dining set for 50 people which was supplied to them, upon retirement or end of service. This gift is to be given once in their service with the Government. The Government will not be responsible to replace any damaged piece if the damage occurred after the end of their service.

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2A. HOUSE UPKEEP ALLOWANCE

This allowance is eligible to be paid for an amount of RM10,000 per year.

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3. DOMESTIC SERVANT ALLOWANCE

Eligible to be paid monthly domestic servant allowance of RM2,500 or to be provided with 4 domestic servants, including a gardener.

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4. WATER AND ELCTRICITY SUPPLY

Free water and electricity supply shall be provided to the official residence or place of residence.

5. TELEPHONE

(a) For official residence/place of residence

(i) Provided with two direct line;

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(ii) The installation cost and the rental for the aforesaid official telephone shall be borne by the Government;

(iii) All telephone call charges incurred shall be borne by the Government.

(b) For the office in the constituency of the Members of the House of Representatives or the original place of residence of the Member of the Senate.

(i) Provided with one direct line.

(ii) The installation cost and the rental for the aforesaid official telephone shall be borne by the Government.

(iii) The telephone call charges incurred in respect of official business as a Members of Parliament shall be borne by the Government , subject to a maximum of RM400 per month.

(c) Hand Phone

(i) The President or Speaker is eligible to be provided with a hand phone which costs not more than RM3,000 including accessories.

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(ii) All necessary payment relating to purchase, registration, access, etc are fully borne by the Government.

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- (iii) The hand phone shall not be replaced earlier than 3 years from the date of purchase.
- (iv) The President or Speaker is free to register with any telephone / telecommunication company
- (v) The President or Speaker is eligible to be provided with all basic facilities and other charged facilities provided by the telephone / telecommunication company
- (vi) Charges for calls from the hand phone made in respect of official business shall be borne by the Government, subject to a maximum of RM1,000 per month.

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6. DAILY SUBSISTANCE ALLOWANCE WHILE ON OFFICIAL DUTY

- (a) An allowance of RM230 for every 24 hours of part thereof is payable while on official duty outside Kuala Lumpur i.e. a distance beyond the radius of 32 km (20 miles) from his official place of work.
- (b) An allowance of RM400 for every 24 hours of part thereof is payable while on official duty outside Malaysia.

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7. FOODS EXPENSES WHILE ON OFFICIAL DUTY

- (a) While on official duty outside Kuala Lumpur i.e. a distance beyond the radius of 32 km (20 miles) from his official place of work, eligible to claim actual food expenses incurred supported by receipts.
- (b) While on official duty outside Malaysia, eligible to claim actual food expenses incurred supported by receipts.

8. HOTEL CHARGES/LODGING ALLOWANCE WHILE ON OFFICIAL DUTY

- (a) Where it is necessary to spend the night away from his place of residence while on official duty outside Kuala Lumpur i.e. a distance beyond the radius of 32 km (20 miles) from his official place of work, eligible to claim the actual expenses incurred of any services charge and to be supported by receipts.
- (b) While on official duty outside Malaysia, eligible to claim the actual hotel charges incurred inclusive of any service tax in respect thereof and to be supported by receipts.

9. MISCELLANEOUS EXPENSES

While traveling on official duty, the following miscellaneous expenses incurred shall be reimbursed :

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- (a) Fares for public transport where the President or Speaker is not using his official car.
- (b) Telephone and telegram charge incurred in respect of official business.
- (c) Laundry expenses supported by receipts incurred during stay at hotel.
- (d) Airport service charge supported by receipts.
- (e) Charges for excess baggage in respect of official documents and material supported by receipts.
- (f) Parking and toll charges supported by receipts.
- (g) 25% of the Food Expenses for purpose of “tips”, “gratuities” or “portage” while on official duty outside Malaysia.
- (h) 3% of the total traveling claims aboard as compensation for loss in respect of foreign exchange.

10. PAYMENT OF “TIPS” WHILE ON OFFICIAL DUTY OUTSIDE MALAYSIA

Eligible to claim for expenses on “tips” while on official duty outside Malaysia as follow :

- (a) Not more than RM400 per day; or
- (b) Where official residence is provided by the host country, the actual expenses incurred for “tips”

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11. TRAVELLING ELIGIBILITY

- (a) For travel by air while on official duty the President, Speaker and their wives (if approval is granted) shall be provided with first class tickets.
- (b) The President and Speaker are each eligible to two free first class Railway passes including berth for themselves and their wives.
- (c) For journeys by ferry, special priority shall be accorded.

12. OFFICIAL MOTOR CAR

- (a) An official motor car, model Proton Perdana V6 Executive Standard Edition equipped with radio and air conditioner, shall be provided. The official motor car provided shall not be replaced earlier than once in every four years.

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- (b) The President or Speaker is given privilege, once in his service with the Government, to purchase a motor car that has been used as official motor car on such terms and conditions set by the Ministry of Finance. The motor car may be purchased at the time of the cessation of the President's or Speaker's service.

12A. USING PERSONAL VEHICLE ON OFFICIAL DUTY

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The President or Speaker who uses a personal vehicle while on official duty is allowed to use the supply of petrol/gas facility provided by the Government upon the following conditions:

- (i) the supply of petrol/gas facility provided by the Government is only for the personal vehicle registered under the name of the President or the Speaker;
- (ii) the personal vehicle must be registered with the Parliament of Malaysia; and
- (iii) the supply of petrol/gas facility provided by the Government must be used while on official duty only which include visits to their parliamentary constituencies.

13. DRIVER

- (a) Driver's Allowance

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The President or Speaker is eligible to a monthly Drivers' Allowance equivalent to the salary scale payable to and service conditions of a Government driver for two drivers including any financial benefits as paid or provided to a Government driver or alternatively he may be provided with two Government drivers.

- (b) Driver's Uniform Allowance

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If not provided with a departmental driver, the President or Speaker is eligible for an allocation of funds for the purpose of providing his driver with :

- (i) 3 pairs of uniforms (i.e. shirts and trousers)
- (ii) 2 pairs of shoes

(c) Driver's Food Allowance

Where the President or Speaker employs his own driver for his official car and use the driver to drive the official car while on official duty outside his official place of work, the President or Speaker is eligible to claim Food Allowance or Daily Allowance for the driver equivalent to the Food Allowance or Daily Allowance provided to a Government driver on such terms and conditions as specified in the related treasury circular or any amendment to it.

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(d) Allowance for hotel charges/lodging allowance for driver

Where President or Speaker employs his own driver for his official car use the driver to drive to the official duty outside his official work place. The President or Speaker is eligible to claim the Hotel charges or Lodging allowance for the driver equivalent to the Hotel Charges or Lodging allowance provided to a Government driver on such term ad conditions as specified in the related Treasury Circular any amendment to it.

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(e) Allowance in respect of Employer's Share of Contributions to EPF

The Employer's share of contributions of EPF paid monthly by the President or Speaker for the benefit of his official driver is reimbursable as a monthly allowance.

(f) Ex-gratia Allowance for the Official Driver

The President or Speaker is eligible to an Ex-gratia Allowance or the benefit of his official driver computes in the following manner and on the following terms and conditions :

- (i) The official driver eligible shall be the last driver serving the President or Speaker at the time of his cessation of service or at the time of death of the President or Speaker.
- (ii) The Ex-gratia Allowance payable is equivalent to 17 ½ % of the last drawn Driver's Monthly Allowance paid to the Deputy President or Deputy Speaker for every month of continuous service by the driver concerned.
- (iii) The employer's share of contributions to the EPF and interest thereon shall be deducted from the Ex-gratia Allowance before payment is made.
- (iv) The Ex-gratia Allowance is payable to the president or Speaker after cessation of his service or direct to the official driver concerned. If the President or the Speaker dies while in service.

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14. WARM CLOTHING ALLOWANCE

When required to attend official duty in countries of temperature climate, the President or Speaker is eligible to Warm Clothing Allowance of RM6,000 payable once in every three years, and the claim shall be made before Leaving Malaysia or at the latest one month after returning to Malaysia.

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15. CEREMONIAL ATTIRE ALLOWANCE

The allowance payable is RM1,500 once in every 3 years.

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16. FACILITIES FOR ENTERTAINING VISITORS

When entertaining visitors, Deputy President or Deputy Speaker is eligible to the facilities at the rates and on the conditions specified below :

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(a) For Lunch

Not exceeding RM120 per visitor including cost drinks.

(b) For Dinner

Not exceeding RM150 per visitor including cost of drinks.

(c) Services Charges

Service Charge and tax imposed, and other charged incurred in respect of subparagraphs (a) and (b) above may be paid additional to the maximum rates.

(d) The word "Visitors" means very important persons of official delegations from outside or within Malaysia who are required to be entertained officially in relation to Government business.

17. CORRESPONDENCE

The President or Speaker is eligible as a Member of Parliament to transmit free of charges within Malaysia all correspondence relating to official business in accordance with the directions of the Parliament House Committee.

18. GOVERNMENT GAZETTE

The President or Speaker is eligible to be supplied free of charge a copy of every current issue of the Federal Government Gazette at the member and Representative's constituency office or at the place of residence and the member and Senate.

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19. MOTOR CAR BADGE

A Motor Car Badge shall be provided free of charge for use in accordance with the directions of the Parliament House Committee.

20. FIREARM LICENSE

The President or Speaker is eligible to a firearm licence free of charge provided that the firearm is registered in his name.

21. MOTOR CAR LICENSE

The President or Speaker is eligible to a motor car license free of charge provided that the motor car is registered under his name.

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22. IDENTIFICATION CARD

The President or Speaker shall be provided with an Identification Card free of charge for use in accordance with the directions of the Parliament House Committee.

23. VACATION LEAVE

The President or Speaker is eligible to 30 days vacation leave excluding weekly holidays or public holidays for every year of service. Any balance of vacation leave may, with the approval by the Prime Minister be carried forward to the following year, provided that the total leave eligibility for each year do not exceed the leave eligibility for 2 years.

23A. OVERSEAS VACATION FACILITY

(a) The President or Speaker is eligible for a paid passage facility for overseas vacation once every year, that is first class air fare for 2 and economy class fare for 3 dependant children but the facilities shall not exceed the fare for the return trip between Kuala Lumpur and London.

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(b) The President or Speaker may be paid RM2,000 per day accommodation, without proof of receipt, for overseas vacation.

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(c) This facility is to be accorded after 1 year of service as President or Speaker.

23B. VACATION WITHIN THE COUNTRY REPLACING OVERSEAS VACATION FACILITY

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(a) The President or Speaker and spouse are eligible for a first class air fare and economy class air fare for 3 dependant children. The fare for such travel or the cash paid in substitution for the fare shall not exceed the return fare from Kuala Lumpur to Kota Kinabalu and if he received the cash, the cash shall be utilised solely for the

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purpose of vacation within the country in that year. For the purpose of this facility, the dependant children of the President or Speaker are those aged below 21 years on the date the vacation begins. This facility is given only once a year.

- (b) The President or Speaker may be paid RM300 per day for accommodation, without proof of receipt for any number of vacations taken within the country in a year, provided the number of days taken for leave do not exceed his annual leave entitlement. This lodging allowance is not payable if he opts to stay in a Government's house.
- (c) This facility is accorded upon the completion of one year's service.
- (d) The President or Speaker is not eligible to opt for the Vacation Within The Country Replacing Overseas Vacation Facility if he has utilised the Overseas Vacation Facility.

24. MEDICAL FACILITIES

- (a) The President or Speaker is eligible to free treatment and medical facilities and shall be exempted from payment of ward charges in Government hospitals and clinics and is eligible to a special room first class ward (if there is a vacancy). Where in cases of emergency the President or Speaker is compelled to seek medical treatment and facilities in a private hospital (not inclusive dental treatment) any charges incurred thereof shall be reimbursed by the Government.
- (b) While on official duty outside Malaysia, any charges incurred in respect of medical treatment and facilities (other than dental treatment) shall be fully reimbursed by the Government.
- (c) Where the President or Speaker is required to seek special medical treatment outside Malaysia, he is eligible to such facilities on such terms and conditions as are accorded to Government Officers.
- (d) The above medical facilities are also extended to the family of the Deputy President or Deputy Speaker. For this purpose, "family" means :-
 - (a) Wife or husband;
 - (b) Any dependent child of the Deputy President or Deputy Speaker who is under the age of 21 and includes any child who is mentally or physically incapacitated of age.

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25. MOTOR CAR LOAN

- (a) The President or Speaker is eligible to a motor car loan up to a maximum of RM100,000 to buy a national car or RM60,000 to buy

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other than national car once in every 4 years. The loan carries a service charge and 4% per annum computed on the outstanding monthly balance.

- (b) The loan and service charge shall be repayable in equal monthly installment within a period not exceeding 60 months for a new car and 48 months for a second-hand car or before the expiry of his term as the Deputy President or Deputy Speaker.
- (c) Other terms and conditions relating to motor car loans for the President or Speaker shall be as prescribed by the Parliament House Committee.

26. HOUSING LOAN

- (a) The President or Speaker is eligible to a housing loan up to a maximum amount RM720,000 the following purposes :
 - (i) Purchasing land with a dwelling house thereon.
 - (ii) Constructing a dwelling house on own land.
 - (iii) Purchasing land constructing a dwelling house thereon.
 - (iv) Setting the whole or the balance of a housing loan taken from or other sources approved by Government.
 - (v) Purchasing land only, provided that the Deputy President or Deputy Speaker is eligible to a maximum of half of his loan eligibility. The balance of the loan may be granted when a house is to be constructed on that land.
- (b) The loan carries a service charge of 4% per annum computed on the outstanding monthly balance.
- (c) The period of repayment for the loan and service charge shall be as follows :
 - (i) In respect of matters in (a) (i), (ii), (iii) and (iv), the repayment period shall not exceed 25 years.
 - (ii) In respect of purchase of land only, the repayment period shall not exceed 12 years.
- (d) The loan may also granted for the purpose of renovations or installation of permanent fixtures to his house.
- (e) The terms and conditions of the loan shall be as in Treasury Circular No. 5/1980.

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26A. PAYMENT FOR HOUSE-MOVING

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Eligible to claim payment for house-moving when moving to a house purchased under the Housing Loan Scheme or to a Government quarters or to a Government quarters or to a house which the Government pays the rent or otherwise, a lump sum payment of RM5,000.

27. EXPENSES WHILE ASSUMING/RELINQUISHING OFFICE

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Wef. 01.01.01**

The expenses that may be claimed by the President or Speaker when assuming or relinquishing his office shall be as follows :

- (a) A first class a fare from his place of residence to Kuala Lumpur (when assuming office) and from Kuala Lumpur to his place of residence (when relinquishing office), for himself and his wife. Economy class air fares or actual fares for public transport may be claimed for his children and any servant.
- (b) Actual expenses for transportation and packaging including labour wages, payment of storage, insurance and all other necessary expenses incurred to pack and insure the safety of his goods may be claimed at the actual rates.
- (c) The actual cost of transporting his personal vehicle from his place of residence to Kuala Lumpur when assuming office or from Kuala Lumpur to his place of residence when relinquishing office may be claimed.
- (d) Actual expenses for food and hotel for himself, his family and servant before leaving for and whilst in Kuala Lumpur and vice versa when relinquishing office, may be claimed. Provided that no housing allowance is payable for the period of stay in the hotel.

27A. COMPUTER LOAN

Deputy President or deputy Speaker is eligible to a computer loan for such sum and on such terms and conditions as stipulated in the Treasury Circular or Circular Letter for Computer Loan for members of the public service.

27B. END OF SERVICE PAYMENT

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The President or Speaker is eligible to be paid an End of Service Payment which is of the same amount as the Payment on Appointment for the President or Speaker. This payment is to be paid only once during the service of the President or Speaker. If payment had been received at the end of service as the Deputy President or Deputy Speaker, he is then entitled to be paid the difference between the payment for the President or Speaker and the Deputy President or Deputy Speaker .

27c. TRAVELLING EXPENSES OF THE PRESIDENT'S OR SPEAKER'S SPOUSE

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- (a) The President's or Speaker's spouse who accompanies him on his domestic and overseas official visits or the spouse who makes official visits overseas or outside Kuala Lumpur i.e. beyond the radius of 32km (20 miles) from the official residence individually, is eligible to claim the following expenses:
 - (i) first class air fare;
 - (ii) actual food expenses supported by receipt;
 - (iii) actual hotel charges supported by receipt, if making official visits individually;
 - (iv) Daily Subsistence Allowance at the rate of 50% of the President's or Speaker's eligibility, if making official visits individually;
 - (v) Miscellaneous expenses as per the President's or Speaker's eligibility; and
 - (vi) Warm Clothing Allowance at the rate of 50% of the President's or Speaker's eligibility.
- (b) The spouse of the President or Speaker is allowed to accompany the President or Speaker for official visits overseas on the following conditions:
 - (i) for visits to ASEAN countries, there shall be no limit on the duration of the visits; and
 - (ii) For visits to countries other than ASEAN countries, the duration of the visits must exceed 7 days, inclusive of the traveling days.
- (c) The Prime Minister's approval must be obtained prior to an individual official visit to countries other than the ASEAN countries.
- (d) The travelling expenses incurred by the spouse while accompanying the President or Speaker must be claimed by the President or Speaker.
- (e) The travelling expenses incurred by the spouse on individual official visits must be claimed from the Parliament of Malaysia.

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27D. PERSONAL DATA ASSISTANT (PDA) FACILITY

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The President or Speaker is eligible for a Personal Data Assistant (PDA), the price of which does not exceed RM3,500 per unit and it shall not be replaced earlier than three years.

27E. ATTENDING COURSES WITHIN THE COUNTRY AND OVERSEAS

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The President or Speaker is eligible to attend courses held within the country and overseas according to the conditions laid out in the "Garis Panduan Kemudahan Yang Di-Pertua Dewan Negara, Yang Di-Pertua Dewan Rakyat, Timbalan Yang Di-Pertua Dewan Negara Dan Timbalan Yang Di-Pertua Dewan Rakyat Mengikuti Kursus Di Dalam Dan Luar Negara" in **Appendix A**.

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APPENDIX A

**GARIS PANDUAN KEMUDAHAN YANG DI-PERTUA DEWAN NEGARA, YANG DI-
PERTUA DEWAN RAKYAT, TIMBALAN YANG DI-PERTUA DEWAN NEGARA DAN
TIMBALAN YANG DI-PERTUA RAKYAT MENGIKUTI KURSUS DI DALAM DAN
LUAR NEGARA**

A. TUJUAN

Garis panduan ini bertujuan menyediakan panduan, syarat-syarat dan kemudahan Yang di-Pertua Dewan Negara dan Yang di-Pertua Dewan Rakyat (Yang di-Pertua) dan Timbalan Yang di-Pertua Dewan Negara dan Timbalan Yang di-Pertua Dewan Rakyat (Timbalan Yang di-Pertua) bagi mengikuti kursus di dalam atau luar negara.

B. TAFSIRAN

2. Bagi maksud garis panduan ini :

- (i) **Kursus** bermaksud sebarang kursus atau latihan yang berupa akademik atau praktik, lawatan sambil belajar, seminar, bengkel, kajian atau penyelidikan yang bercorak latihan **yang tempohnya tidak melebihi 3 minggu;**
- (ii) **Latihan** bermaksud proses, pemindahan ilmu pengetahuan secara kemas dan berdisiplin, bertujuan menambah pengetahuan kemahiran untuk memenuhi keperluan dan tuntutan semasa. Ini dicapai melalui sebarang bentuk pembelajaran seperti kursus dan latihan semasa bekerja atau yang seumpama dengannya yang menyumbang kepada pembangunan individu dan kecemerlangan organisasi;
- (iii) **Pembangunan Diri** merujuk kepada peningkatan kemahiran, kebolehan dan kerjaya yang dapat dicapai dengan mempraktikkan pengetahuan, pendedahan kepada pelbagai idea dan pengalaman serta melalui latihan dan *mentoring*;
- (iv) **Kompetensi** merujuk kepada pengetahuan, kemahiran dan ciri-ciri peribadi yang perlu bagi melaksanakan sesuatu tugas dan tanggungjawab. Prinsip asas kompetensi adalah bahawa prestasi Yang di-Pertua dan Timbalan Yang di-Pertua akan meningkat jika ia mempunyai kompetensi yang diperlukan bagi melaksanakan tugas atau tanggungjawab jawatan yang disandangnya;
- (v) **Pembelajaran** ialah proses perubahan hasil daripada pengalaman secara relative ke atas pelakuan (*behaviour*). Ianya melibatkan setiap individu menerima pembelajaran mengikut keperluan masing-masing sama ada mengikut kaedah eksperimen, analisis dan keupayaan menggunakan pengalaman seumur hidup; dan

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- (vi) **Pembelajaran Berterusan** ialah proses mendapatkan ilmu pengetahuan sepanjang hayat yang melibatkan 3 elemen utama iaitu latihan, pembelajaran dan pembangunan diri.

C. OBJEKTIF LATIHAN BAGI YANG DI-PERTUA DEWAN DAN TIMBALAN YANG DI-PERTUA

3. Menyedari pentingnya usaha-usaha pembangunan modal insan, maka Yang di-Pertua dan Timbalan Yang di-Pertua perlu melengkapkan diri/dilengkapkan dengan sikap (*attitude*), kemahiran (*skill*) dan pengetahuan (*knowledge*) yang bersesuaian, melalui program pembangunan modal insan yang berteraskan pembangunan kompetensi dan pembelajaran yang sesuai.
4. Latihan modal insan bagi Yang di-Pertua dan Timbalan Yang di-Pertua adalah bertujuan mencapai objektif-objektif berikut:
 - (i) meningkatkan kelayakan, kebolehan, kompetensi dan produktiviti Yang di-Pertua dan Timbalan Yang di-Pertua;
 - (ii) mencapai hasil kerja yang berkualiti/bermutu tinggi; dan
 - (iii) mewujudkan nilai cipta (*value-creation*) dan nilai tambah (*value-added*) di kalangan Yang di-Pertua dan Timbalan Yang di-Pertua.

D. SYARAT-SYARAT MENGHADIRI KURSUS

5. Yang di-Pertua dan Timbalan Yang di-Pertua hendaklah bersikap bijaksana (*judicious*) dalam memilih sesuatu kursus itu berdasarkan faktor-faktor antara lain seperti yuran, tempoh kursus dan manfaat yang boleh diperolehi daripada kursus tersebut dari segi nilai kewangannya (*value of money*) dan manfaat kepada Kerajaan dan negara.
6. Yang di-Pertua dan Timbalan Yang di-Pertua **tidak dibenarkan** mengikuti kursus di bawah peraturan ini semasa Parlimen bermesyuarat.
7. Bagi kursus-kursus di luar negara, hendaklah kursus-kursus yang perlu, memberi manfaat yang tinggi dan tidak dianjurkan oleh institusi latihan dalam negeri.
8. Keutamaan kursus di luar negara adalah bagi kursus-kursus yang ditawarkan oleh institusi-institusi latihan dan universiti-universiti terkemuka seperti Harvard University, Amerika Syarikat, University of Oxford dan University of Cambridge, United Kingdom dan sebagainya.
9. Pelepasan Yang di-Pertua dan Timbalan Yang di-Pertua untuk mengikuti kursus adalah tertakluk kepada bilangan Yang di-Pertua dan Timbalan Yang di-Pertua yang sedang berkursus pada satu-satu masa supaya tidak terlalu ramai Yang di-Pertua dan Timbalan yang di-Pertua mengikuti kursus secara serentak.

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10. Bagi kursus yang dibiayai oleh negara-negara asing atau badan-badan antarabangsa, Yang di-Pertua dan Timbalan Yang di-Pertua hendaklah mendapatkan pandangan Kementerian Luar Negeri sebelum mengemukakan permohonan untuk pertimbangan dan kelulusan Perdana Menteri. Pandangan Kementerian Luar Negeri hendaklah disertakan dalam surat permohonan.
11. Yang di-Pertua dan Timbalan Yang di-Pertua yang telah mengikuti kursus di dalam dan luar negara boleh dipertimbangkan untuk mengikuti kursus selanjutnya di dalam dan luar negara selepas genap setahun tamat mengikuti kursus berkenaan.

E. KUASA MELULUS DAN CARA MENGEMUKAKAN PERMOHONAN

12. Perdana Menteri adalah diberi kuasa oleh Jemaah Menteri untuk menimbang dan meluluskan permohonan Yang di-Pertua dan Timbalan yang di-Pertua mengikuti kursus berdasarkan kes demi kes (*case by case*).
13. Permohonan untuk mengikuti kursus oleh Yang di-Pertua dan Timbalan Yang di-Pertua hendaklah dikemukakan terus kepada Perdana Menteri. Dalam surat permohonan **hendaklah dinyatakan manfaat kursus kepada Kerajaan dan negara.**
14. Permohonan untuk mengikuti kursus oleh Timbalan Yang di-Pertua hendaklah dikemukakan melalui Yang di-Pertua masing-masing yang akan memanjangkan permohonan tersebut untuk pertimbangan Perdana Menteri dengan sokongan atau sebaliknya.
15. Yang di-Pertua dan Timbalan Yang di-Pertua hendaklah memastikan dengan Ketua Pentadbir Parlimen bahawa **Parlimen Malaysia mempunyai peruntukan yang mencukupi untuk membiayai semua perbelanjaan** yang berkaitan dengan kursus yang akan diikuti termasuk elaun-elaun dan kemudahan-kemudahan yang akan dituntut oleh Yang di-Pertua dan Timbalan Yang di-Pertua semasa mengikuti kursus berkenaan.
16. Semasa mengemukakan permohonan kepada Perdana Menteri, Yang di-Pertua dan Timbalan Yang di-Pertua hendaklah antara lain menyertakan maklumat mengenai jumlah kos yang terlibat (termasuk bayaran pendaftaran, yuran, tambang, penginapan, makan dan lain perbelanjaan yang akan dituntut oleh Yang di-Pertua dan Timbalan Yang di-Pertua semasa mengikuti kursus), jangka masa kursus, manfaat daripada kursus yang diikuti dan pengesahan bahawa kementerian mempunyai peruntukan kewangan untuk membiayai perbelanjaan yang terlibat.
17. Tempoh kursus yang melebihi 3 minggu boleh dipertimbangkan mengikut budi bicara Perdana Menteri berdasarkan kes demi kes (*case by case*).
18. Perdana Menteri boleh menimbang berdasarkan kes demi kes (*case by case*) untuk membenarkan Yang di-Pertua dan Timbalan Yang di-Pertua melanjutkan tempoh kursus yang dihadapinya selama 1 atau 2 minggu lagi daripada tempoh asal kursus yang telah diluluskan bertujuan untuk mengadakan perbincangan lanjut dengan tenaga-tenaga pengajar atau profesor-profesor tertentu yang ada kaitan

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dengan latihan, kursus atau seminar yang diikuti. Permohonan lanjutan tempoh kursus hendaklah mengikut peraturan yang telah ditetapkan dalam **perenggan-perenggan 13 hingga 16** di atas.

19. Garis panduan ini tidak menghalang Yang di-Pertua dan Timbalan Yang di-Pertua mengemukakan Memorandum untuk memohon pertimbangan dan persetujuan Jemaah Menteri untuk tujuan mengikuti kursus atau latihan yang berupa akademik atau praktik, lawatan sambil belajar, seminar, bengkel, kajian atau penyelidikan di dalam atau luar negara.

F. TANGGUNGJAWAB YANG DI-PERTUA DAN TIMBALAN YANG DI-PERTUA YANG MENGIKUTI KURSUS

20. Yang di-Pertua dan Timbalan Yang di-Pertua adalah bertanggungjawab mendapatkan semula kelulusan Perdana Menteri jika terdapat sebarang pindaan ke atas kursus yang telah diluluskan seperti tarikh, tempoh, tempat atau bayaran kursus dan sebagainya. Permohonan mengenai pindaan kursus tersebut perlu mengikut peraturan yang telah ditetapkan dalam **perenggan-perenggan 13 hingga 16** di atas.
21. Setelah kembali bertugas selepas tamat menghadiri kursus di dalam atau luar negara, Yang di-Pertua dan Timbalan Yang di-Pertua hendaklah membentangkan **laporan kursus** yang diikuti kepada Perdana Menteri dan **salinan sijil/dokumen berkaitan**, jika ada, dikemukakan kepada Ketua Setiausaha Negara.

G. BAYARAN DAN ELAUN-ELAUN SERTA KEMUDAHAN-KEMUDAHAN YANG DI-PERTUA DAN TIMBALAN YANG DI-PERTUA SEMASA MENGIKUTI KURSUS

22. Yang di-Pertua dan Timbalan Yang di-Pertua yang diluluskan oleh Perdana Menteri untuk mengikuti kursus di dalam atau luar negara di bawah peraturan ini adalah layak menuntut elaun, kemudahan dan bayaran seperti berikut:

- (a) Bayaran Pendaftaran dan Yuran Kursus

Bayaran pendaftaran kursus dan lain-lain bayaran berkaitan kursus seperti yuran pengajian dan termasuk kos yang berkaitan dengan latihan amali yang disediakan oleh pihak penganjur.

- (b) Elaun dan Kemudahan Yang Boleh Dituntut

Yang di-Pertua dan Timbalan Yang di-Pertua layak menuntut elaun dan kemudahan bagi maksud **perenggan 16** di atas, mengikut kelayakan seperti mana yang dinikmati semasa menjalankan tugas rasmi di dalam atau luar negara sekiranya kemudahan berkenaan tidak disediakan oleh pihak penganjur kursus tersebut.

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(c) Kemudahan Membawa Isteri/Suami Semasa Kursus

Yang di-Pertua dan Timbalan Yang di-Pertua yang diluluskan mengikuti kursus di bawah peraturan ini layak diiringi isteri/suami jika tempoh kursus melebihi 7 hari dengan segala perbelanjaan ditanggung oleh Kerajaan mengikut syarat-syarat yang dinyatakan dalam Kertas Statut-Kertas Statut masing-masing.

(d) Tambang Kapal Terbang atau Pengangkutan Awam Semasa Perjalanan Pergi/Balik Mengikuti Kursus

Yang di-Pertua dan Timbalan Yang di-Pertua layak dibayar tambang kapal terbang atau pengangkutan awam yang lain mengikut kelayakannya semasa bertugas rasmi bagi perjalanan pergi balik dari kediaman rasmi ke pusat pengajian sekali sahaja semasa berkursus.

23. Semua bayaran di **perenggan 22** di atas hendaklah ditanggung oleh Parlimen Malaysia.

H. REKOD LATIHAN

24. Ketua Pentadbir Parlimen hendaklah menyelenggara rekod Yang di-Pertua dan Timbalan Yang di-Pertua yang diluluskan mengikuti kursus, tempoh kursus dan perbelanjaan sebenar yang terlibat.

I. TARIKH KUAT KUASA

25. Garis panduan ini berkuat kuasa mulai **1 Mei 2010**.