

Integrated Learning Management System (iLMS)

Aii ILMS COMPANY'S PERSON-IN-CHARGE REGISTRATION FORM

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COM	COMPANY'S ILMS PERSON-IN-CHARGE 2 (optional)																		
Nam	Name (as in MyKad / Passport):																		
	ID Type: MyKad (for Malaysian) Passport (for non-Malaysian)																		
ID N	o.:											_							
Telephone No: Mobile No:																			
Emai	l Add	dress	(PIC):															

Note:

- 1. Company's ILMS Person-In-Charge (PIC) refers to the person who will perform registration or bulk registration for staff under the institution/company to enrol in Aii professional education examinations, training programme and any other transaction related to Aii event/activities. The invoice generated will be issued to the institution/company which the PIC is registered to. The PIC shall be responsible on the registration and payment update for Aii events/exams/programmes. There will be no limit to the number of PIC per company.
- 2. The URL to login ILMS system is www.mii4u.org and to be best viewed using 'Google Chrome' web-browser.
- 3. The Login ID to ILMS will be based on the given 'ID No.' and the initial password shall be informed to the individual via the provided email address. The initial password must be changed upon first time login.
- 4. The HR Manager /Head of Training Department shall inform Aii of any additional / deletion of PIC for PIC maintenance in the system.
- 5. Kindly attach additional sheet if the PICs are more than the given fields.
- 6. Once completed, kindly assist us in scanning and email the filled-up form to us or to finance@aiiasia.org.



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DECLARATION BY COMPANY'S ILMS PERSON-IN-CHARGE With regards to Personal Data Protection Act 2010 ("the Act"), please note that the information given will be used, stored, disclosed and processed by Aii. The personal information may also be disclosed or transferred to third parties i.e. to the industry related associations, industry related companies, government agencies and any of their respective agents. For any inquiries, reports or complaints, kindly contact Aii via post, email (customercare@aiiasia.org). I/We hereby aware that when I/we provide any Personal Data relating to a third party (ie. Employee of the company that I/we work with), it is deemed that I/we have obtained the consent of the third party to provide their Personal Data to Aii for a specific purpose. I/We hereby verify that all relevant information given are true, correct and complete. I/We undertake to inform Aii of any changes of the information already provided and update the information on this form. I/We agree to comply with the requirement as Company's ILMS Person-In-Charge (PIC), specified in the Note above. Signature Signature Name Name Date . Date Approved by HR Manager /Head of Training Department **Aii INTERNAL USE** Exam Education Conference/Event Signature Others: Name Checked by: IC No Date: Comments (if any): Designation . FINANCE APPROVAL Date . Approved/Rejected by: Date: Company Stamp: Reason (if rejected): T DEPT ID Created by: Date: Comments (if any):