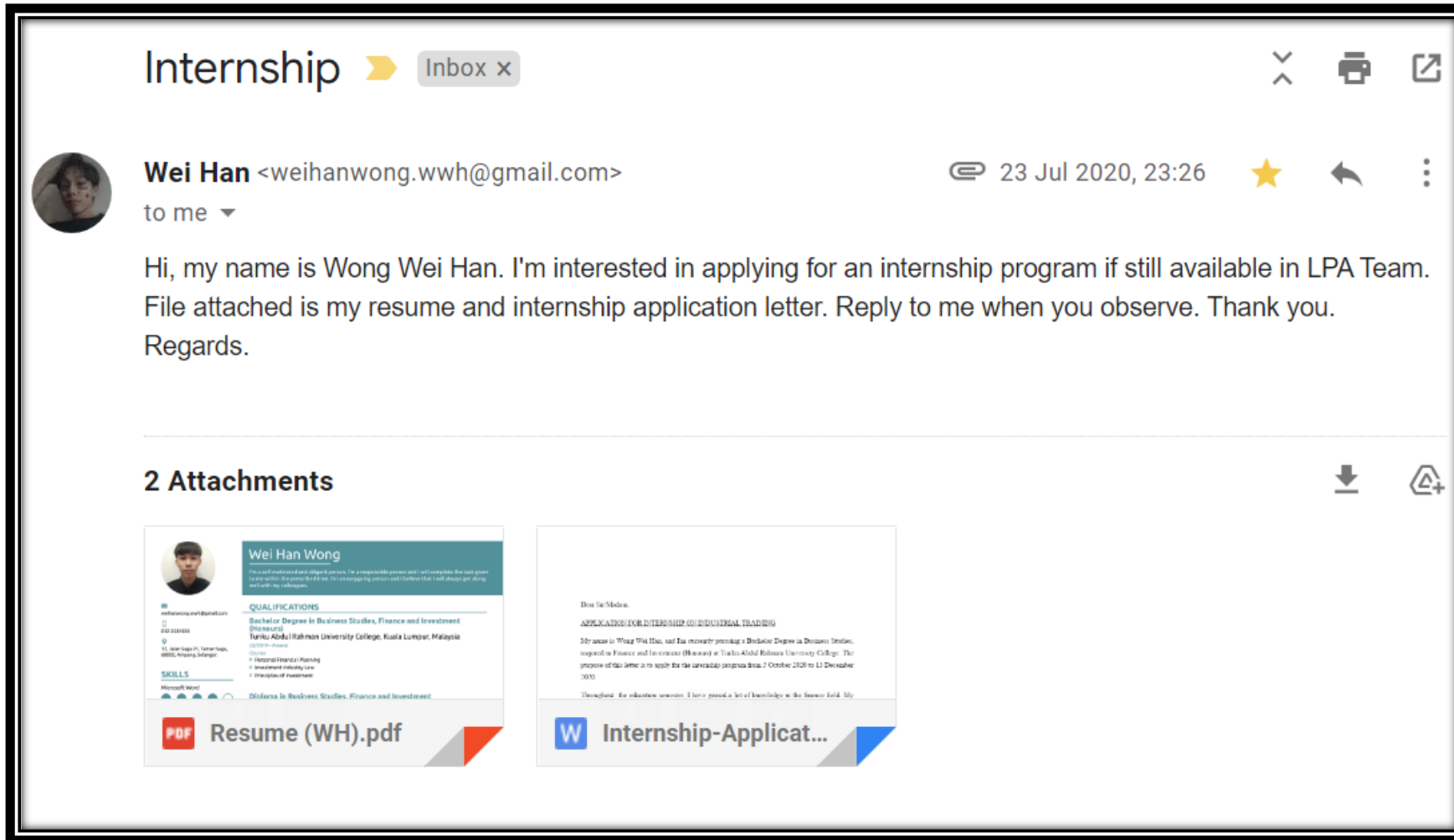
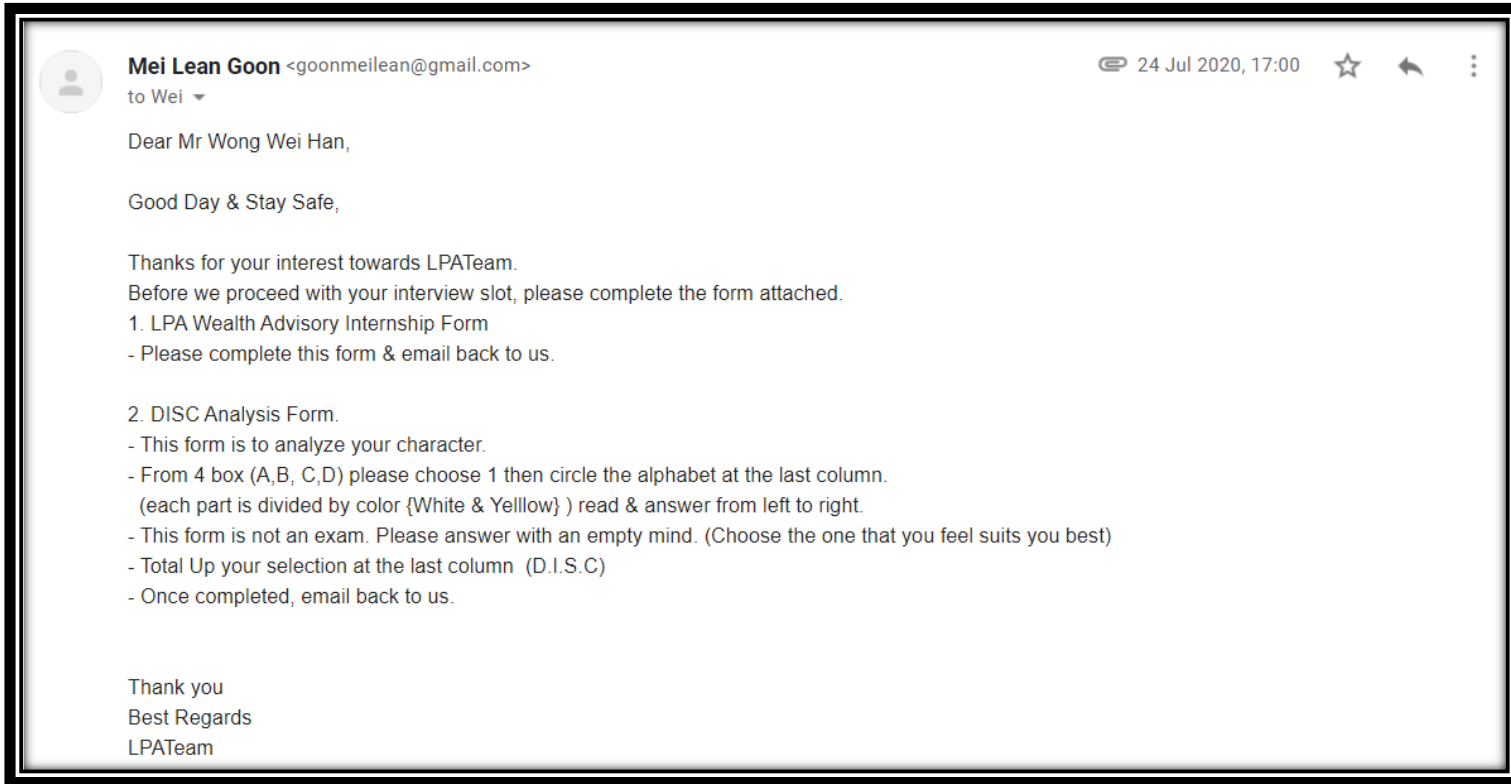


LPATeam Internship Application Procedure



Step 1 : Receive intern application

LPATeam Internship Application Procedure



DISC Form



[CONFIDENTIAL]

LPATeam LIVE GREAT

INTERNSHIP APPLICATION

PLEASE READ THESE INSTRUCTIONS CAREFULLY
 1. Do not leave any item blank. If it is not applicable to you, indicate "N/A."
 2. Please attach an addendum, if there insufficient space.
 3. False particulars or willful suppression of material facts will render you liable to disqualification, or, if appointed, to dismissal any/or appropriate legal proceedings.

A. NAME (AS IN NRIC)	(Eng) (英文)	(Chinese) (中文)	(Christian) (译名)
B. ADDRESS & CONTACT NUMBER	Residential Address 住址		(Mobile Phone) (Home) (Email)
C. I/C No, NATIONALITY, RACE, MARITAL STATUS, RELIGION AND DRIVING LICENCE	I/C No 身份证号码	D.O.B 出生日期	Age 年龄
	Nationality 国籍	Marital Status 婚姻状况	Holding any Driving Licence 是否有驾驶执照
	No of kids 孩子人数		Having Own Transport 是否有本身的交通工具
D. FAMILY PARTICULARS OF (SPOUSE/PARENTS/BROTHERS/SISTERS)	Name 姓名	Relationship 关系	Occupation 职业
			Age 年龄
E. EDUCATION LEVEL (Attach relevant certificates for each category)(state only the highest education Level) 学阶 (请附上相关恰当文件) (只需提供本身最高的学阶)			
School/College/University/Professional Qualification 学校/学院/大学/专业文凭	Qualification 程度	Grade/GPA 学分	Year of Graduation 毕业年份
Faculty/Major 主修			
Secondary School 中学	Qualification 程度	Grade/GPA 学分	Year of Graduation 毕业年份
Faculty/Major 主修			



LPA Internship Form

- Step 2 : Reply Intern with above format
- Step 3 : Attach with 1. LPA Internship Form
2. DISC Analysis Form

Name: _____ Date: _____

《个人性格的审视》
 <Personal's Characteristic Examination>
 在每一项目中选一个最能形容你的句子 Pick only the comment that best describe you

自信 Self	犹豫 Hesitant	谨慎 Cautious	冲动 Impulsive	B	D	A	C
冷静 Calm	沮丧 Depressed	乐观 Optimistic	悲观 Pessimistic	A	C	D	B
冒险 Adventurous	需要 Need	独立 Independent	依赖 Dependent	C	B	A	D
害羞 Shy	自信 Confident	内向 Introverted	外向 Extroverted	A	D	C	B
固执 Stubborn	害羞 Shy	害羞 Shy	害羞 Shy	D	B	C	A
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LPATeam Internship Application Procedure



Step 4 : Once Intern replied –

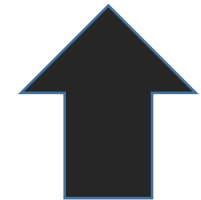
- Call Intern & arrange for interview session

Notes :

- If got many interview session, suggest to make record for easy reference.

(Example : LPA Internship Interview Slot)

(AUGUSTS 1ST WEEK) LPA Internship Interview Slot									
Wednesday : 05.08.2020 (walk-in)					Wednesday : 05.08.2020 (ZOOM)				
No. / Time	3.00 pm	5.00 pm			6.00 p.m	7.00 p.m	8.00 p.m		
Candidate	Ling Pui Yee					Sit Yong Jing www.wasap.my/60123178291			
Interviewer	Goon Mei Lean					Goon Mei Lean			
Candidate									
Interviewer									
Thursday : 06.08.2020 (walk-in)					Thursday : 06.08.2020 (ZOOM)				
No. / Time	11.00 am	1.00 pm	3.00 pm	5.00 pm	6.00 p.m	7.00 p.m	8.00 p.m		
Candidate				Justin Tan			Chen Sheo Ze www.wasap.my/60194790314		
Interviewer				Goon Mei Lean			Goon Mei Lean		
Candidate									
Interviewer									
Friday : 07.08.2020 (walk-in)									
No. / Time	2.00 pm	4.00 pm	6.00 pm						
Candidate	Chua Zi Wei								
Interviewer	Goon Mei Lean								
Candidate	Le Xin Yu								
Interviewer	Tan Lay Peng								
Saturday : 08.08.2020 (ZOOM)									
No. / Time	10.00 am	1.00 pm	3.00 pm	5.00 pm					
Candidate	Chao Xin Yi								
Interviewer	Goon Mei Lean								
	http://www.wasap.my/60164954082								
	www.wasap.my/60122201831								
<div> ... Schedule 1 week-August Schedule 2Week-August Schedule 3rd Week-August Schedule 3rd Week-August </div>									



LPA Interview Slot

LPATeam Internship Application Procedure

Official Invitation For Interview : Internship : 29.07.2020 (Wednesday)

LPATeam_KL Inbox x



LPATeam PA <lpateam.pa@gmail.com>

to weihanwong.wwh, Mei ▾

Dear Mr Wong Wei Han,

Greetings from LPATeam.

As for our conversation, thanks for your interest towards LPATeam.
You are cordially invited to attend this interview session as below :-

Date : 29/04/2020 (Wednesday)

Time : 11.00 a.m

Venue : LPA Team (Waze)

Address :

No.75-2, Jln BK 5A/2

Bandar Kinrara

47180 Puchong

Selangor

Contact : 03-58862992 / 012-484 1128 (Ms Syamsiah)

We appreciate you time and feedback !



Walk-in Interview

Step 5. Confirm Interview!!
Send an official invitation email

Notes : Got 2 type of interview

1. Walk-in
2. Zoom

E-Interview
(ZOOM)



Official Invitation For (ZOOM) E-Interview : Internship : 10.11.2020 (Tuesday):
LPATeam KL Inbox x



LPATeam PA <lpateam.pa@gmail.com>

to Wan, Mei ▾

Mon, Nov 9, 5:55 PM (7 d

Dear Ms Lee Wan Ping,

Greetings from LPATeam.

As for our conversation, thanks for your interest towards LPATeam.
You are cordially invited to attend this interview session as below :-

Date : 10.11.2020

Time : 3.00 pm

Interview Type : By ZOOM Interview

Contact : 012-484 1128 (Ms Syamsiah)

LPATeam Internship Application Procedure

IO Approve Intern

- Email Acceptance of Internship

6. 1st Email of Acceptance

Notes : Short Brief intern about

- Allowance
- Job Description
- Office Hours

* Give intern time to consider our offer. If the intern not reply within the deadline, Consider **REJECTED!***

Attend : Acceptance of Internship by LPATeam-KL : Wong Wei Han (05.10.2020-13.12.2020) Inbox x



LPATeam PA <lpateam.pa@gmail.com>
to Wei, Mei

Mon, Aug 3, 12:36 PM



Dear Mr Wong Wei Han,

Greetings from LPATeam.

We are glad to inform you that we accept your internship application.
LPATeam (LPA Wealth Advisory Sdn Bhd) is one of Great Eastern Life Assurance (Malaysia) Berhad agencies.
We are one of Great Eastern exclusively selected agencies to provide an internship training.
Before we proceed with your further documentation, we wish to get your attention :

1. Internship Allowance : RM 600.00 per months
2. Job Description
 - : - 1. Participate in all training provided by LPATeam
 - : - 2. Fully Comply with the company standards and operation regulations.
 - : - 3. Office hours : 9.00 am - 6.00 pm (Monday-Friday)
(your supervisor will guide you).

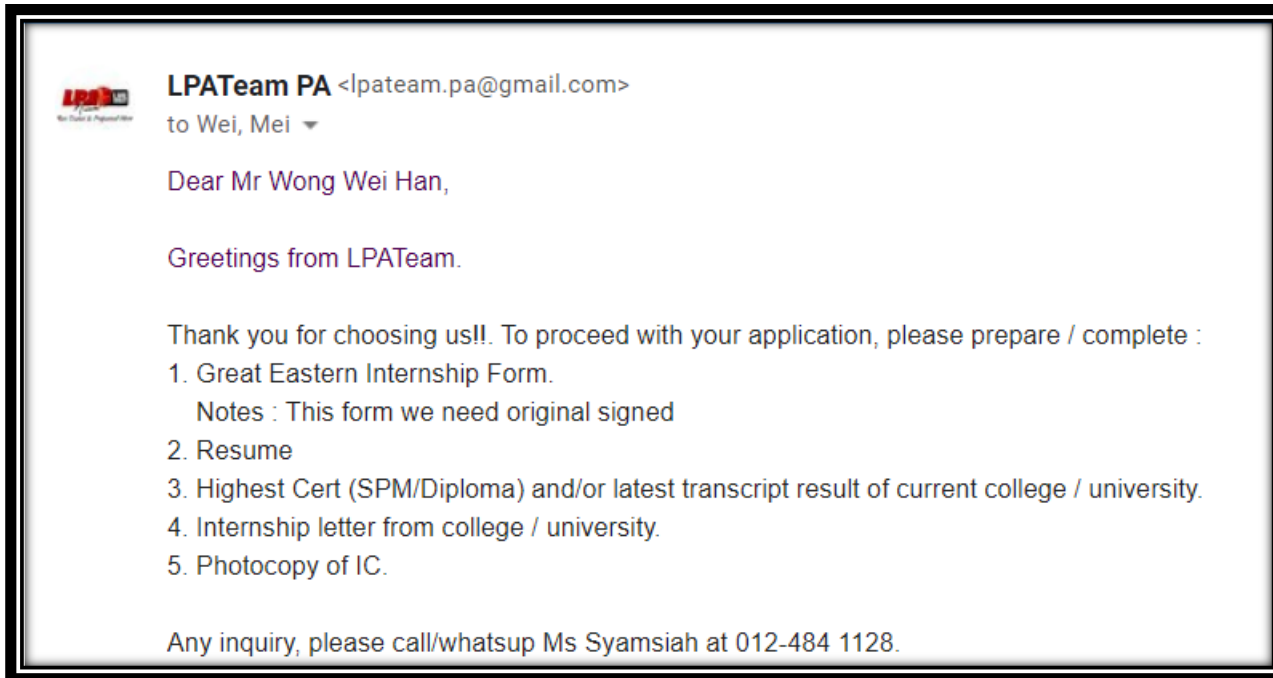
You are required to reply to this email within 3 days (deadline : 06.08.2020), as your confirmation or rejection.

Any inquiry, you may ask Ms Syamsiah at 012-484 1128.

Thank you.

LPATeam Internship Application Procedure

7. Intern reply



8. Lets Start with GE Internship Application - Attach GE Internship Form



INTERNSHIP APPLICATION IN AN AGENCY GROUP

GREAT EASTERN LIFE ASSURANCE (MALAYSIA) BERHAD

1. This form should be FULLY COMPLETED. Where not applicable, please indicate N/A.
2. Please attach an addendum, if there is insufficient space.
3. Copies of testimonials/certificates pertaining to your education and previous work experience MUST accompany this application.

Photograph

I. PERSONAL PARTICULARS

Name (as in NRIC. Please underline surname):			
Name in Chinese Characters: (if applicable)	Sex: Male / Female	Religion:	
New NRIC/ Passport No:	Malaysian IC: Yes / No	Nationality:	
Place of Birth:	Date of Birth:	Race:	
Marital Status: Single/ Married/ Divorced/ Widowed	Age:	Height: cm	Weight: kg
Residential Address:			
Telephone No: _____ (Home) _____ (Office) _____ (Mobile Phone)			
Email address:	Driver's Licence No.:	Class:	
Correspondence Address (if different from the above) :			
Telephone No: _____ (Home) _____ (Office) _____ (Mobile Phone)			
EPF No:	SOCSSO No:	Income Tax File No:	

II. CONTACT PERSON / NEXT OF KIN – in case of an emergency

Name:	Relationship:
Address:	Telephone no:

GE Internship Form



LPATeam Internship Application Procedure

9. Intern Complete the form & document

Wei Han <weihanwong.wwh@gmail.com>
to me ▾
Aug 5, 2020, 8:33 PM

Hi LPATeam, files attached as requested. Thanks and regards.

7 Attachments

- Great Eastern_Appl...
- Resume (WH).pdf
- Highest Cert (Diplo...
- Latest transcript re...
- Latest transcript re...
- Internship letter fro...
- Photocopy of IC (W...

10. Reply Intern with LPA Acceptance Letter

LPA Team
LPA Wealth Advisory Sdn. Bhd.
No. 75-2, Jalan BK 5A/2, Bandar Kinrara, 47180, Puchong, Selangor
Tel: 03-5688 2952 Email: lpateam@lpa.com.my

Date: 6 August 2020

WONG WEI HAN
No. 17, Jalan Saga 21,
Taman Saga,
68000, Ampang
Selangor

Dear Mr Wong Wei Han,

ACCEPTANCE OF PRACTICAL TRAINEE

We are pleased to inform you that we will give you the opportunity to undergo practical training in our Company from 5 October 2020 to 13 December 2020 (2 months 2 Weeks). During this period, LPA Wealth Advisory Sdn. Bhd. will pay you an allowance of RM600.00 per month. The terms and conditions governing your service with us are as follows:

MEMORANDUM OF TERMS AND CONDITIONS AS PRACTICAL TRAINEE

Position: Practical Trainee

Location: LPA Wealth Advisory Sdn Bhd, No. 75-2, Jalan BK 5A/2, Bandar Kinrara, 47180 Puchong, Selangor

Overtime: You are not entitled to any overtime claims.

Leave: You are not entitled to any paid leave. When leave is necessary, leave taken will be counted as unpaid leave.

Working hours: Monday to Friday: 9am to 6pm. Please ensure that punctuality is observed throughout the duration of your practical training attachment.

Dress Code: Male Staff:
Smart Office Wear, e.g. Long-sleeved shirt in white and light blue colour only with tie, long pants in black/gray/navy/blue colour and leather shoes with dark socks.

Female Staff:
Smart Office wear, e.g. Baju kurung, long or three-quarter sleeve blouse, long or knee length skirt without high heels or traditional attire in tasteful colours, tailored pants, blazer and closed toe heel shoes.

LPATeam PA <lpateam.pa@gmail.com>
to Mei, Wei ▾
Aug 6, 2020, 10:23 AM

Dear Wong Wei Han,

Good Morning & Stay Safe,

Please refer to your Acceptance letter for your reference.
Any inquiry, please don't hesitate to give us a call.

Thank you.
Syamsiah (012-484 1128)

Wong Wei Han Acc...

LPATeam Internship Application Procedure

GREAT EASTERN APPLICATION

Internship Application at Agency Group : Tan Lay peng (5624145) : Wong Wei Han



LPATeam PA <lpateam.pa@gmail.com>

to GELA-June, Mei ▾

Thu, Aug 6, 10:09 AM

Dear June,

Good Morning & Stay Safe

Would like to inform you that Mr Tan Lay Peng (Agent ID : 5624145) got 1 internship application.

Intern name : Wong Wei Han

Internship Period : 05.10.2020-13.12.2020.

Attach you the intern document

Document needed



Great Eastern Internship Document

Candidate Prepare:

1. Agency Application Form.
2. Resume.
3. Highest cert and transcript result of current college/university.
4. Letter for apply internship from college/university.
5. Photocopy of IC
6. 1 pieces of passport size photo

Notes:

1. All document need CTC
2. Write name & IC at the back of passport photo
3. Application no need in hard copy, email to Ms June at juneyaplihorng@greateasternlife.com

11. Email an complete document to

> juneyaplihorng@greateasternlife.com<

> Michelleleemeishan@greateasternlife.com<

Notes :

1. GE will reply with **Offer letter** (f/up with June or Michelle by email)
2. Offer letter need **original signed by intern at GE HQ**

CMCO

1. Offer letter will email to IO
2. Intern can sign then email to Recruitment Agency (June & Michelle)