|  |  |  |
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| Logo Tanah V9 | Pejabat Pengarah Tanah dan Galian Wilayah Persekutuan,  Aras G-4,6, Rumah Persekutuan,  Jalan Sultan Hishamuddin,  50678 Kuala Lumpur | **Telefon: 2610 3300**  **Fax: 2610 3498** |

**BORANG MAKLUMAT HANTAR/TERIMA SURAT**

**(Surat Biasa / Surat Berdaftar) PPTG WP KL**

*(Di cetak menggunakan kertas warna KUNING)*

1. **JENIS SURAT**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **BIASA** |  | **BERDAFTAR** |

**No. Siri Unit P & K**

1. **JUMLAH SURAT**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * **BIASA** | **:** | | **KL** = | |  | **LUAR KL** = |  | **JUMLAH** = |  |
| * **BERDAFTAR** | **:** | |  | | | | | | |
|  | |  | | *(Sila sediakan / sertakan senarai lengkap beserta No. Rujukan Fail)* | | | | | |

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|  |

1. **BAHAGIAN/UNIT :**
2. **BUTIR PENGHANTAR**

|  |  |  |
| --- | --- | --- |
| **Nama** | : |  |
| **Jawatan/Gred** | : |  |
| **Bahagian/Unit** | : |  |
| **Tarikh Hantar** | : |  |
| **Masa Hantar** | : |  |

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| --- | --- | --- |
| **Tandatangan**  **Pemohon** | : |  |

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| **Tandatangan**  **Penerima** | : |  |

1. **BUTIR PENERIMA (Unit P & K)**

|  |  |  |
| --- | --- | --- |
| **Nama** | : |  |
| **Jawatan/Gred** | : |  |
| **Bahagian/Unit** | : |  |
| **Tarikh Terima** | : |  |
| **Masa Terima** | : |  |

1. **BUTIR DIPOS/DIHANTAR (Unit P & K)**

|  |  |  |
| --- | --- | --- |
| **Nama** | : |  |
| **Jawatan/Gred** | : |  |
| **Bahagian/Unit** | : |  |
| **Tarikh Pos/Hantar** | : |  |
| **Masa Pos/Hantar** | : |  |

|  |  |  |
| --- | --- | --- |
| **Tandatangan** | : |  |

***D66*** *\* P & K = Pentadbiran & Kewangan*