

Statute Paper 235 of 1983
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 allowance and privileges of a Member of Parliament shall be at such rates and on such terms and conditions as prescribed below :

1A. Meeting Allowance

- (a) This allowance is payable at the rate of RM400 per day for attending the sitting of the House of Parliament.
- (b) The allowance is payable at the rate of RM300 per day for attending meeting, briefing, seminar, workshop and others officially organized by Ministries/Government Agencies at the Federal or State level to which a Member receives an official invitation to attend.
- (c) A Member is eligible to be paid one meeting allowance only for meetings attended by him in the same day under subparagraph (a) or (b).
- (d) Notwithstanding subparagraph (c), the chairman, Vice-Chairman and Members of the Public Account Committee is eligible to be paid special allowance at the rate of RM250 per day for attending meeting of the Public Accounts Committee held during the sitting of the House of Parliament.

1B. Entertainment Allowance

- (a) This allowance is payable to a Member of the House of Senate at the rate of RM2,000 per month.
- (b) This allowance is payable to a Member of the House of Representatives at the rate of RM2,500 per month.

1C. Special Payment

- (a) This payment is payable to a Member of the House of Senate at the rate of RM750 per month.

(b) This payment is payable to a Member of the House of Representatives at the rate of RM1,500 per month.

(c) This payment is payable to a Member of Parliament except Member of the Administration as defined under Clause (2) of Article 160 Federal Constitution.

1D. Allowance for member of Parliament Chairing Meeting Temporarily

A Member of Parliament requested by the Tuan Yang di-Pertua to temporarily chair a meeting under Standing Order 6(3) of the Standing Orders of the Dewan Rakyat is eligible to be paid an allowance of RM500 a day for each day he chairs a meeting.

1E. Allowance for member of Parliament Chairing Special Chamber Meeting Temporarily

A member of Parliament requested by the Tuan Yang di-Pertua to chair a Special Chamber meeting temporarily under Standing Orders 16(5) of the Standing Orders of the Dewan Rakyat is eligible to be paid an allowance of RM200 a day for each day he chairs the Special Chamber meeting.

1F. Allowance for member of Parliament Chairing Special Select Committee

A member of Parliament who chairs a Special Select Committee is eligible to be paid an allowance of RM250 a day for each day he chairs the Special Select Committee meeting.

2. Daily Subsistence Allowance while on Official Duty

(a) An allowance of RM170 for every 24 hours or part thereof is payable while on official duty outside Malaysia.

(b) An allowance of RM100 for every 24 hours or part thereof is payable while on official duty –

(i) at a place of which distance is not less than 32 km from the Member's office/place of residence; or

(ii) for attending the sitting of the House irrespective of the distance from the Member's office/place of residence.

3. Food Allowance while on Official Duty outside Malaysia

An allowance at the rate of RM340 is claimable for every one night spent in the overseas.

4. Hotel Room/Any Rented Accommodation Charges while on Official Duty

(a) Hotel room charges incurred while on official duty outside Malaysia shall be based on a related Treasury Circular and any amendment to it on such rates and on such terms and conditions as accorded to Grade 54 Government Officers under the Malaysian Remuneration System.

(b) Where it is necessary for a Member of Parliament to spend the night away from the office or place of residence while on official duty in Malaysia, the hotel/any rented accommodation charges payable shall not exceed RM600 per night and shall be supported by receipt. Any service charges or taxes levied in respect of the hotel/any rented accommodation charges is recoverable in addition to the maximum eligibility provided that the said charges are included in the hotel/any rented accommodation bills.

For this purpose, the term “ away from the office or place of residence” means a distance beyond 32km (20 miles) from the office or place of residence.

(c) If not staying at the hotel/any rented accommodation, a Lodging Allowance at the rate of RM100 per night is payable without the need to be supported by any receipt.

4A. Accommodation Charges at Quarantine Station While on Official Duty

(a) Accommodation charges at the quarantine station (public training institutes or hotel) while on official duty shall not exceed RM450 per night supported by receipt. Any service charges or tax levied in respect of the accommodation charges at the quarantine station, is recoverable in addition to the maximum eligibility provided that the said charges are included in the accommodation bills.

(b) Accommodation charges at the quarantine station as prescribed by authorities abroad shall be based on rates and such terms and conditions as accorded to Grade 54 Government Officers under the Malaysian Remuneration System.

5. Miscellaneous Expenses

While traveling to carry out official functions or meetings in his capacity as a Member of Parliament, the following miscellaneous expenses incurred shall be reimbursed –

- (a) Fares for public transport where a Member is not using his own car;
- (b) Telephone and telegram charges incurred in respect of official business;
- (c) Laundry expenses supported by receipts incurred during stay at hotel/any rented accommodation or lodging;
- (d) Airport service charge supported by receipts;
- (e) Charges for excess baggage in respect of official documents and materials supported by receipt;
- (f) Parking and toll charges supported by receipts;
- (g) 25 % of Food Allowance for purpose of “tips”, “gratuities” or “proterage” while on official duty outside Malaysia;
- (h) 3 % of the total traveling claims abroad as compensation for loss in respect of foreign exchange;
- (i) Charges for international passport, visa or any charges related to that official duty and supported by receipt.

6. Conveyance Allowance

- (a) When using his own car for carrying out or attending official functions or meetings in his capacity as a Member of Parliament, a Conveyance Allowance may be claimed at the highest rate for “Class A” payable to Government Officers.
- (b) For purpose of subparagraph (a) the actual fares incurred for public transport may be claimed when not using his own car.

- (c) A Member is only eligible for one traveling allowance if such meeting of function is less than 28 days and if the duration is 28 days or more, then the Member shall be eligible for one additional traveling allowance calculated at one allowance for every 14 days he attends such meeting, including public holidays or postponement therein. However, this condition does not affect the eligibility of any member whose residence or stay is within the radius of 32 km (20 miles) to the meeting place or function.

7. Mode Of Submitting Claims

When submitting claim in respect of matters in paragraphs 1 to 6 above, a copy of the letter calling for the meeting or letter of the directions to carry out official function shall be attached to the claim form.

8. Travelling Eligibility

- (a) Eligible for Business Class plane ticket while traveling on official duty.
- (b) Eligible to be provided with 2 free First Class Railway Pass including a berth.
- (c) For journeys by ferry, priority shall be afforded.
- (d) During a sitting of Parliament, Members of Parliament are eligible for return fares to their respective States at the end of every week. Members of Parliament for Peninsular Malaysia are eligible for return fares or conveyance allowance as provided in subparagraph 6 (a), provided that Members' Parliamentary Constituencies are beyond the radius of 32 km (20 miles) from Parliament House. Fares or conveyance allowance will be given equivalent to hotel and daily subsistence allowance of 3 days or the actual return fare, whichever is higher.

9. Fixed Monthly Travelling Allowance

- (a) This allowance is payable to a Member of the House of Senate at the rate RM750 per month without submitting any claims.
- (b) This allowance is payable to a Member of the House of Representatives at the rate of RM1,500 per month without submitting any claims.

- (c) Members of the House of Senate and the House of Representatives are not eligible to claim for Meeting Allowance in paragraph 1A, Daily Subsistence Allowance in paragraph 2, Food Allowance in paragraph 3, Hotel Charges in paragraph 4, Miscellaneous Expenses in paragraph 5 and Conveyance Allowance in paragraph 6 unless total amount of claims for these allowances for a specified month exceeds the rate of the Fixed Monthly Travelling Allowance of RM750 per month and RM1,500 per month for Members of the House of Senate and the House of Representative respectively.
- (d) If the total amount of claims for Meeting Allowance in paragraph 1A, Daily Subsistence Allowance in paragraph 2, Food Allowance in paragraph 3, Hotel Charges in paragraph 4, Miscellaneous Expenses in paragraph 5 and Conveyance Allowance in paragraph 6, for a specified month exceed RM750 and RM1,500 for Members of the House of Senate of Representatives respectively, the submission of claims shall be supported by receipt and invitation letter and the amount reimbursed shall be the difference between the Fixed Monthly Travelling Allowance and the total amount of claims made.

9A. Fuel Allowance for Vehicle

- (a) This allowance is payable to a Member of the House of Senate at the rate of RM750 per month.
- (b) This allowance is payable to a Member of the House of Representatives at the rate of RM1,500 per month.

9B. Allowance for Payment of Tolls

- (a) This allowance is payable to a Member of the House of Senate at the rate of RM200 per month.
- (b) This allowance is payable to a Member of the House of Representatives at the rate of RM300 per month.

10. Driver's Allowance

A Driver's Allowance of RM1,500 per month is payable without proof employment of a driver.

11. Warm Clothing Allowance

When required to attend an official duty in countries of temperate climate, a Member is eligible to claim a Warm Clothing Allowance based on such rates and on such terms and conditions as specified in a related Treasury Circular or any amendment to it.

11A. Ceremonial Attire Allowance

A Ceremonial Attire Allowance is payable at the rate of RM3,500 on such terms and conditions as specified in a related Treasury Circular or any amendment to it.

11B. Subsidised Payment for Black Tie Attire

A Member of Parliament is eligible to be paid a subsidised payment for "Black Tie" attire up to a maximum amount of RM1,000 once in 3 years based on such terms and conditions for subsidised payment for "Black Tie" attire as specified in the related Service Circular for any amendment to it.

12. Free Motor Vehicle License

A Member is eligible to a Motor Vehicle License free of charge for one car only provided that the car is registered under his name.

13. Firearm License

A Member is eligible to a firearm license free of charge provided that the firearm is registered in his name.

14. Motor Car Badge

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

15. Member of Parliament Identification Card

A Member of Parliament Identification Card signed personally by the President of the Senate or Speaker of the House of Representatives, as the case may be, shall be provided free of charge for use in accordance with directions of the Parliaments House Committee.

16. Correspondence

A Member is eligible to transmit free of charge within Malaysia all correspondence relating to Government or Parliamentary business in accordance with such rules prescribed by the Parliament House Committee.

17. Government Gazette

A Member is eligible to be supplied free of charge a copy of every current issue of the Federal Government *Gazette*.

18. Telephone Line And Internet Line Facilities

- (a) Provided with 1 telephone line, or 1 internet line, or 1 telephone line that comes with internet line by package in his private residence.
- (b) Provided with 1 telephone line, or 1 internet line, or 1 telephone line that comes with internet line by package at the service office.
- (c) Installation charges for items in subparagraph (a) and (b) are borne by the Government.
- (d) Monthly charge for the telephone line and internet line in subparagraph (a) and (b) are borne by the Government subject to a maximum rate of RM200 only per month. Monthly charge means voice call charges, data usage charges, SMS, MMS and any other service charges related to that telephone line and internet line imposed by the telecommunication company. Any charges or service taxes levied in respect of the telephone line and internet line is also borne by the Government in addition to the maximum facility provided that the said charges are included in the telephone line and internet line bills.
- (e) A Member of Parliament is eligible to be provided with a hand phone or a portable communication device which costs not more than RM2,000 once in two years and shall be supported by the original receipt of purchase.
- (f) A Telephone Allowance at the rate of RM900 per month is payable without the need to be supported by any receipt.

19. Medical Facilities

- (a) A Member 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 single room First Class ward. Where in cases of emergency a Member is compelled to seek medical treatment and facilities in a private hospital or clinic (other than a 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 a Member 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 Member. For this purpose "family" means –
 - (j) lawful wife /husband;
 - (ii) any dependent child of the Member who is under the age of 21 and includes any child who is mentally or physically incapacitated regardless age.
 - (iii) legal parents, as stipulated in the related Service Circular for Government officers or any amendment to it.
- (e) A member is eligible to claim repayment fee and charge of the COVID-19 screening test administered for the purpose of performing his official duty as follows:
 - (i) the actual cost by any clinic or private healthcare centre registered or licensed under Private Healthcare Facilities and Services Act 1998 [Act 586] with Ministry of Health and shall be supported by receipt;
 - (ii) the actual cost if it is an entry condition into a foreign country or as prescribed by the airlines or the authorities of the host country, as the case may be.

20. Motor Loan Car

- (a) A Member of Parliament is eligible to apply for a car loan up to a maximum of RM100,000 once in 4 years with a service charge of 4% per annum calculated on 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 before the expiry of his term as a Member of Parliament.
- (c) Other terms and conditions relating to motor car loans for Members shall be as prescribed by the Parliament House Committee.

21. Housing Loan

- (a) A Member is eligible to a housing loan up to a maximum amount of RM360,000 for the following purposes –
- (i) Purchasing land with a dwelling housing thereon;
 - (ii) Constructing a dwelling house on own land;
 - (iii) Purchasing land and constructing a dwelling house thereon;
 - (iv) Settling the whole or the balance of a housing loan taken from a bank or other sources approved by Government;
 - (v) Purchasing land only provided that the Member 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 at 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 be 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 LPPSA Circular No. 1 Year 2016.

21A. Computer Loan

- (a) A Member is eligible to a computer loan.
- (b) The amount of loan, terms and conditions shall be at such amount and on such terms and conditions as are accorded to Government officer.

21B. Computer Facility

A Member is eligible to be provided with a personal computer for every Parliament Session. The claim for purchasing the personal computer is subject to a maximum limit of RM6,000 supported by an original receipt of purchase.

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(Act 237)**

LIST OF PARAGRAPH AMENDED

Paragraph	Short Title	In force from
1	Kertas Statut 30 Tahun 1993	01.10.1992
1A	Kertas Statut 30 Tahun 1993 Kertas Statut 97 Tahun 1996 Kertas Statut 85 Tahun 1997 Kertas Statut 174 Tahun 2003 Kertas Statut 63 Tahun 2015	01.10.1992 27.02.1996 01.11.1996 01.10.2003 01.01.2015
1A(d)	Kertas Statut 33 Tahun 2021	14.09.2021
1B	Kertas Statut 30 Tahun 1993 Kertas Statut 85 Tahun 1997 Kertas Statut 174 Tahun 2003 Kertas Statut 63 Tahun 2015	01.10.1992 01.11.1996 01.10.2003 01.01.2015
1C	Kertas Statut 179 Tahun 2006	01.05.2006
1D	Kertas Statut 82 Tahun 2006	02.12.2021
1E	Kertas Statut 144 Tahun 2025	28.08.2025
1F	Kertas Statut 144 Tahun 2025	28.08.2025
2(a)	Kertas Statut 174 Tahun 2003 Kertas Statut 63 Tahun 2015	01.10.2003 01.01.2015
2(b)	Kertas Statut 85 Tahun 1997 Kertas Statut 174 Tahun 2003	01.11.1996 01.10.2003
3	Kertas Statut 174 Tahun 2003 Kertas Statut 63 Tahun 2015	01.10.2003 01.01.2015
4(a)	Kertas Statut 174 Tahun 2003	01.10.2003

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Paragraph	Short Title	In force from
4(b)	Kertas Statut 35 Tahun 1991	28.02.1991
	Kertas Statut 30 Tahun 1993	01.10.1992
	Kertas Statut 174 Tahun 2003	01.10.2003
	Kertas Statut 179 Tahun 2006	01.05.2006
	Kertas Statut 63 Tahun 2015	01.01.2015
	Kertas Statut 144 Tahun 2025	28.08.2025
4(b)(c)	Kertas Statut 179 Tahun 2024	04.12.2024
	Kertas Statut 144 Tahun 2025	28.08.2025
4A	Kertas Statut 15 Tahun 2022	21.08.2021
5(c),(i)	Kertas Statut 179 Tahun 2024	04.12.2024
	Kertas Statut 144 Tahun 2025	28.08.2025
7	Kertas Statut 174 Tahun 2003	01.10.2003
8(a)	Kertas Statut 30 Tahun 1993	01.10.1992
8(b)	Kertas Statut 80 Tahun 1989	13.06.1989
	Kertas Statut 30 Tahun 1993	01.10.1992
	Kertas Statut 97 Tahun 1996	27.02.1996
8(c)	Kertas Statut 30 Tahun 1993	01.10.1992
8(d)	Kertas Statut 30 Tahun 1993	01.10.1992
	Kertas Statut 97 Tahun 1996	27.02.1996
9	Kertas Statut 30 Tahun 1993	01.10.1992
	Kertas Statut 174 Tahun 2003	01.10.2003
9(a),(b),(c),(d)	Kertas Statut 179 Tahun 2006	01.05.2006
9A (a),(b)	Kertas Statut 63 Tahun 2015	01.01.2015
9B (a),(b)	Kertas Statut 63 Tahun 2015	01.01.2015
	Kertas Statut 63 Tahun 2015	01.01.2015

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Paragraph	Short Title	In force from
10	Kertas Statut 30 Tahun 1993	01.10.1992
	Kertas Statut 85 Tahun 1997	01.11.1996
	Kertas Statut 174 Tahun 2003	01.10.2003
	Kertas Statut 179 Tahun 2006	01.05.2006
	Kertas Statut 63 Tahun 2015	01.01.2015
11	Kertas Statut 174 Tahun 2003	01.10.2003
11A	Kertas Statut 174 Tahun 2003	01.10.2003
	Kertas Statut 63 Tahun 2015	01.01.2015
	Kertas Statut 179 Tahun 2024	04.12.2024
11B	Kertas Statut 63 Tahun 2015	01.01.2015
12	Kertas Statut 174 Tahun 2003	01.10.2003
18(a),(b)	Kertas Statut 85 Tahun 1997	01.11.1996
	Kertas Statut 174 Tahun 2003	01.10.2003
	Kertas Statut 179 Tahun 2024	04.12.2024
18(c)	Kertas Statut 30 Tahun 1993	01.10.1992
	Kertas Statut 85 Tahun 1997	01.11.1996
	Kertas Statut 174 Tahun 2003	01.10.2003
	Kertas Statut 179 Tahun 2024	04.12.2024
18(d)	Kertas Statut 30 Tahun 1993	01.10.1992
	Kertas Statut 97 Tahun 1996	27.02.1996
	Kertas Statut 85 Tahun 1997	01.11.1996
	Kertas Statut 174 Tahun 2003	01.10.2003
	Kertas Statut 63 Tahun 2015	01.01.2015
18(e)	Kertas Statut 174 Tahun 2003	01.10.2003
	Kertas Statut 179 Tahun 2006	01.05.2006
18(a),(b),(c),(d)	Kertas Statut 179 Tahun 2024	04.12.2024
19(d)(i)	Kertas Statut 179 Tahun 2024	04.12.2024

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LIST OF PARAGRAPH AMENDED

Paragraph	Short Title	In force from
19(d)(iii)	Kertas Statut 63 Tahun 2015	01.01.2015
19(e)	Kertas Statut 15 Tahun 2022	21.08.2021
20(a)	Kertas Statut 30 Tahun 1993	01.10.1992
	Kertas Statut 85 Tahun 1997	01.11.1996
	Kertas Statut 174 Tahun 2003	01.10.2003
	Kertas Statut 179 Tahun 2006	01.05.2006
21(a)	Kertas Statut 30 Tahun 1993	01.10.1992
	Kertas Statut 85 Tahun 1997	01.11.1996
	Kertas Statut 174 Tahun 2003	01.10.2003
	Kertas Statut 13 Tahun 2007	06.12.2006
21A	Kertas Statut 85 Tahun 1997	01.11.1996
21B	Kertas Statut 174 Tahun 2003	01.10.2003

LAMPIRAN 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;

- (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.
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 dihidirinya 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 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.

(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**.

