



**THE 8<sup>th</sup> SARAWAK CHIEF MINISTER'S ENVIRONMENTAL AWARD 2017/2018**

**GUIDEBOOK**

**Jointly Organised by:**



**Natural Resources and Environment Board  
Sarawak**



**SARAWAK BUSINESS FEDERATION**  
*"Stronger Together"*

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## **1.0 INTRODUCTION**

This prestigious Sarawak Chief Minister's Environmental Award (CMEA) aims at recognizing the environmental effort and commitment of industries, local authorities and individuals, which demonstrate exemplary stewardship towards environmental protection. Winners of the Award are widely recognised by the public as role models in business and industry's environmental performance and excellence, as well as models for environmental conservation and practices.

## **2.0 OBJECTIVES OF THE AWARD**

In general, the CMEA meant to:

- i) To promote environmental awareness to private and public institution in Sarawak;
- ii) Reinforce concept of the environmental protection and conservation is everyone business;
- iii) To encourage the practise of environmental management at all level of society in Sarawak; and
- iv) To acknowledge all those who have contribute significantly in environmental protection and conservation.

Therefore, the main objectives of the CMEA are outline to:

- a) Provide organizations with the opportunity of an independent evaluation of their environmental commitment;
- b) Stimulate business and industry initiatives in assuming a proactive role in environmental protection;
- c) Recognize the achievements of participating organizations for other similar organizations to emulate; and
- d) Inculcate and reinforce the concept and practice of 3Rs, that is, Reduce, Reuse and Recycle, as a way of life towards a Green Mother Earth in line with the concept of "Think Globally, Act Locally"

## **3.0 THEME**

This year's theme "Nurturing Environmental Stewardship" serves as continuum of the previous theme, "Environmental Stewardship Begins with Me" which highlighted ownership towards the environment. "Nurturing Environmental Stewardship" means to instil efforts by each and every individual and organisation to uphold their duty and responsibility to protect and preserve our environment.

It is also means that everyone has to start practising and applying stewardship towards the environment, whilst environmental stewardship itself continue to be refers to protecting the environment through recycling, conservation, regeneration, and restoration. The duty and responsibility for preserving environmental quality as such should be weighed upon all us whose actions affect the environment.

Organizations which subscribe to "environmental stewardship" will have systems in place that will enable them to:

- use resources efficiently;
- reduce waste and minimize on the negative impacts on the environment;
- translate reduced consumption and waste into financial savings; and
- provide a healthy, more efficient and effective working environment.

Therefore, by nurturing good environmental stewardship, organization as well as individuals will enjoy benefits such as economic and human health benefits, without compromising protection and conservation of the environment.

#### **4.0 WHY ORGANIZATIONS SHOULD PARTICIPATE**

By taking part in the award:

- i) organizations will receive technical guidance on environmental related matters affecting and impacting their business;
- ii) organisation will receive free consultation and advise on environmental related laws and its compliance;
- iii) management and staff of an organisation will have better understanding on environmental issues;
- iv) organisation will demonstrate to all parties (their customers, suppliers, regulatory bodies, etc.) their commitment to environmental performance; and
- v) Award finalists will be given independent assessments of their environmental performance and the winners will of course enjoy the prestige associated to CMEA AWARD holders.

#### **5.0 WINNERS' BENEFITS**

Champions and Gold Award winners of the Chief Minister's Environmental Award will receive the following:

- A trophy and Certificate of Participation for Champion
- A plaque and Certificate of Participation for Gold Award winner
- Eligibility to use the Award's logo for publicity purposes
- Recognition as an exemplary organization committed to environmental protection
- A 50% discount for course fees for one environmental protection / awareness programme organized by the NREB for three persons. This discount is valid for only one year following the award.

#### **6.0 AWARD CATEGORIES**

Participation is opened to all organizations and divided into different categories to ensure a level playing field and eliminates disparate comparison between sector.

The categories for the 8<sup>th</sup> CMEA are streamlined into 7 major sectors, lead by the 5 main economic sectors in accordance with the State and National Economic Definitions. Other categories will be based on the Local Authority sector and the Individuals which comprised of the Individual & Journalist category, and an addition category for Eateries (food outlets), which have been specifically customized for the CMEA.

The categories are as follows:

1) Industries:

o Large Enterprise (LE):

- i) **Manufacturing, Manufacturing-Related Services and Agro-Based Industries**  
– Enterprise with full time employee exceeding 150 staffs and with annual sales turnover exceeding RM25 million (to include petroleum products)
- ii) **Services, Primary Agriculture and Information & Communication Technology (ICT)** – Enterprise with full time employee exceeding 50 staffs and with annual sales turnover exceeding RM5 million.

The 5 main economic sectors are:

- a) Agriculture & Forestry
- b) Mining & Resource Extraction, including Oil & Gas
- c) Manufacturing
- d) Construction e.g. Realty, Infrastructure
- e) Services e.g. Port, Telecommunication, Electricity supply, wastes disposal, water supply.

o Medium Industries:

- i) **Manufacturing, Manufacturing-Related Services and Agro-Based Industries**  
– Enterprise with full-time employees of between 51 and 150 or with annual sales turnover of between RM10 million and RM25 million
- ii) **Services, Primary Agriculture and Information & Communication Technology (ICT)** – Enterprise with full-time employees of between 20 and 50 or with annual sales turnover of between RM1 million and RM5 million.

The 5 main economic sectors are:

- a) Agriculture & Forestry
- b) Mining & Resource Extraction
- c) Manufacturing
- d) Construction e.g. Realty, Infrastructure
- e) Services e.g. Golf Course, Waste Management, Hotel

o Small Industries:

- i) **Manufacturing, Manufacturing-Related Services and Agro-Based Industries**  
– Companies with full-time employees of between 5 and 50 or with annual sales turnover of between RM250,000 and less than RM10 million.
- ii) **Services, Primary Agriculture and Information & Communication Technology (ICT)** – Enterprise with full-time employees of between 5 and 19 or with annual sales turnover of between RM200,000 and less than RM1 million.

The 5 main economic sectors:

- a) Agriculture & Forestry
- b) Mining & Resource Extraction
- c) Manufacturing
- d) Construction e.g. Realty, Infrastructure
- e) Services e.g. Petrol Station, Restaurant & Eateries, Retailing Commercial Mall/Supermarket

2) **Local Authorities** – City & municipal councils, and District councils

3) **Individual & Journalist**

## 7.0 ASSESSMENT OF AWARD ENTRIES

The assessment is carried out in two stages:

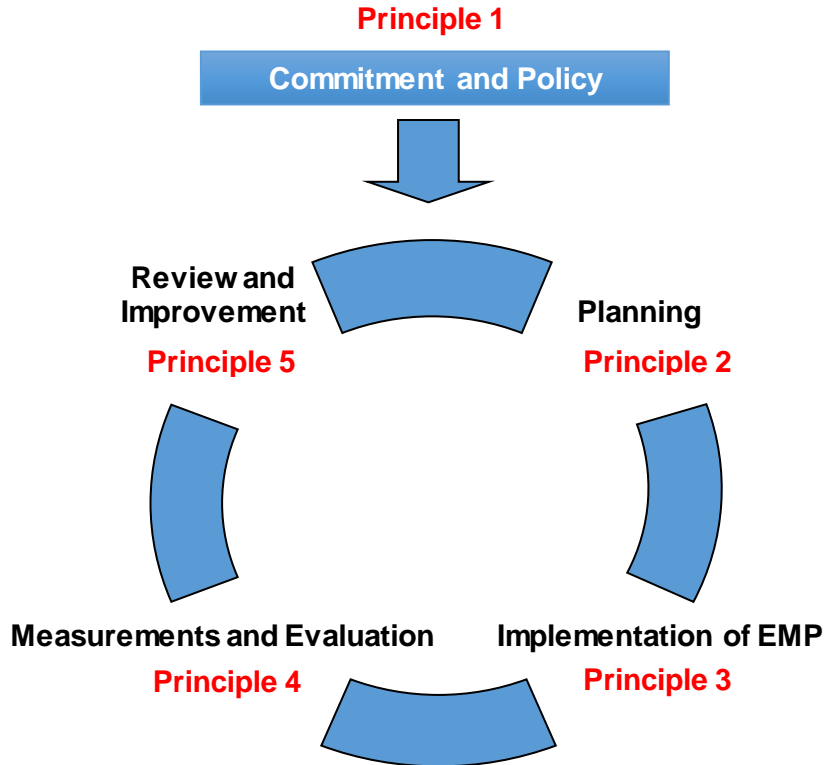
**STAGE 1:** Submission of Self-Evaluated Environmental Performance Report by the participating organizations. The reports are evaluated against a set of criteria drawn up by the Technical Committee cum Panel of Judges. The format guidelines of the Report require the organization to provide information in five main areas based on the criteria set by MS ISO 14000. These are:

- a) COMMITMENT AND POLICY**
  - i) Company's environmental policy
  
- b) PLANNING**
  - i) Environmental aspects
  - ii) Legal and other requirements
  - iii) Environmental management programmes
  
- c) IMPLEMENTATION OF ENVIRONMENTAL MANAGEMENT PLAN (EMP)**
  - i) Structure and responsibilities
  - ii) Training, awareness and competence
  - iii) Emergency preparedness and response
  
- d) MEASUREMENTS AND EVALUATION**
  - i) Monitoring and measurement of the environmental programmes
  
- e) REVIEW AND IMPROVEMENT**
  - i) Management review

**STAGE 2:** The Technical Committee cum Panel of Judges will visit the sites of short-listed participants to verify information provided in the Report and to obtain first-hand understanding of the implementation of the company's environmental management performance and commitment. They will assess the accuracy of the written submission (provided at Stage 1) by inspecting the site and conducting interviews with random personnel.

The Award will run at the highest possible professional standard. A confidential assessment report of each site will then be produced based on this site assessment. All submissions to the Award organizers and any additional information provided by the applicant's organization are treated in the strictest confidence and will not be divulged to any third party. All decision will be taken by the Award Organising Committee after considering the findings and recommendations of the Panel of Judges.

## PRINCIPLES OF ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)



The International Organization for Standardization (ISO) defines an environmental management system (EMS) as follows:

*“part of the overall management system which includes organizational structure, planning activities, responsibilities, practices, procedures, processes, and resources for developing, implementing, achieving, reviewing and maintaining the environmental policy.”*

A properly designed EMS will provide the framework for practices designed to help a department or agency manage its environmental agenda and document and communicate its environmental performance. An EMS will help organizations ensure that major environmental risks and liabilities are properly identified, minimized and managed. At a minimum, the EMS is able to help departments and agencies to ensure that operations are conducted in compliance with environmental laws.

### 8.0 GUIDELINES FOR CMEASUBMISSION

The nomination for CMEA, is first done through submission of a Self-Evaluated Environmental Performance Report by any business entity, irrespective of its sizes, the agencies from all Local Authorities and the media companies. Each entry must be supported by relevant documents. The self-evaluated environmental performance report shall adopt the following format guidelines.

## **Format for Self-Evaluated Environmental Performance Report:**

### **1.0 Title Page**

Should contain:

1. Name of the organization (include company logo);
2. Address of the organization;
3. The category it is contesting in; and
4. Date of submission (Month & Year).

### **2.0 Table of Contents**

Contains the list of main topics and their corresponding page in the report

### **3.0 Executive Summary**

A summary of the organization's self-assessment for its environmental performance which includes but is not limited to:

1. Overall environmental management system
2. The annual consumptions of natural resources (air, water, land, flora, fauna & minerals)
3. The annual amount and type of wastes generated by the organization
4. The actions taken to mitigate the resource consumptions and the wastes produced
5. The significant achievements made by the organization towards environmental sustainability

### **4.0 Organization's Profile**

This section should contain but is not limited to the following information:

1. The organizational setup
  - Organization chart of the company (which has management's endorsement or signature of the Chief Executive Officer) including the person in-charge on environment and his/her designation
2. The description of the organization's core business
  - services or products of the company, which includes
    - o The process of manufacturing/supplying the products;
    - o The use/applications of the products; and
    - o The customers of the company.
  - suppliers of raw materials, either
    - o Suppliers are environmental friendly; and
    - o Provide green products/raw materials.
3. The organization's core values
  - company's vision and mission statement
  - principle core values of the company, in terms of
    - o Guiding principles
    - o The do(s) and don't(s)
4. The resources and their quantity used by the organization (air, water, land, flora, fauna & minerals)



- The types of resources used by the company daily
    - o Water, Air, Land, Energy etc.
    - o The selection of the choice of resources used
    - o Options for environmental friendliness
  - Efforts in conserving all resources
    - o Switch to renewable raw materials
    - o Minimise wastage of resources
    - o Recycle, reduce and reuse
    - o Other relevant efforts
5. The annual yields of the organization's products, or volume of received if there is no production (tonnage of products and gross value of services)
    - Production yields in terms of quantity and revenue generated (accompanied with evidence e.g. annual report etc.)
  6. The annual types and quantity of wastes generated  
(Type: recyclable, hazardous/scheduled, non-reusable etc.; Quantity: tonnes/year)
    - Types of wastes
      - o Scheduled wastes
      - o Non-scheduled wastes
      - o Recyclable wastes
    - Quantity of wastes with respect to raw material used (tonnes/year)
  7. The wastes disposal methods used by the organization (% recycled, % landfill, % release to the environment, % treated and discharged, etc.)
  8. Recognitions received from third parties on the organization's contributions towards the environment (e.g. ISO 14001 certification, Merit award from previous CMEA or equivalent awarding bodies, LA21, etc.)

## 5.0 Environmental Policy

In this section, it is expected that organization practicing environmental management to declare its commitment by establishing its organization's Environmental Policy. The policy should display among others the following:

1. The policy should be endorsed by the Top Management of the organization
  - completeness of Environmental Policy
    - o General statement on company's stand towards the environment
    - o Specific actions the company will take for its chosen components
    - o Signature of the company's CEO or top management on the policy statement
  - dissemination of Environmental Policy to staff and clients
    - o Methods of informing its employees about its policy
    - o Methods of informing the public /customers of its policy
    - o Feedbacks from those dissemination approaches
2. The organization's core value towards the environment

- a written statement of its company's value towards the environment
  - Relevancy to the current global focus on the environment, either focusing on prevention and conservation, sustainable development or compliance to the law
3. The areas of the environment (Focus Area) that the organization vow to protect, i.e. refer to waste generated & raw materials use (resources)
    - policy addresses the impacts caused by the company, in terms of
      - o use renewable raw materials
      - o treatment of wastes
      - o energy saving
    - policy provides long-term solution to the environmental issues
      - o green technology/chemistry
      - o recycle & reuse (cradle to cradle)
      - o adopting an EMS
    - policy emphasizes on preventive approaches in reducing impacts
      - o reduce raw material input
      - o reduce wastes output
      - o promote awareness and environmental friendliness
  4. The approaches or strategies that the organization will adopt to fulfil its vow on the environment
    - Making Environmental Management (EM) as part of its management tools
      - o Plan for adopting ISO 14001
      - o EM becomes one of its main agenda with specific budget
      - o Making environmental management as the strength of the company
    - Environmental awareness for employees and customers
      - o Promoting environmental friendly activities
      - o Emphasizes on environmental safety, conservation and protection
    - Continuous improvement and self-regulatory
      - o Have a review committee
      - o Having its own standards more stringent than the regulations
      - o Constantly monitoring progress

It is important that the areas of concern should be aligned with the areas impacted by the company's/organization's core activities.

## 6.0 Environmental Management Plan

In this section, the organization is to present its plan to fulfil its environmental obligations as declared in its Environmental Policy. The activities involved in the planning include:

1. Identifying the organization's normal core activities that lead to specific environmental adverse impacts (also known as **environmental aspects**). The adverse impacts can be affecting the air, water, land and the biological environments
  - What are the environmental impacts of your activities
  - What are the environmental laws that your organization has to comply with in carrying out your main activities? (to attach all relevant certificates, permits and licenses)

- List out any other rules and regulations related to environment adopted by your organization, including
  - o In-house environmental quality standards
  - o International environmental quality standards
  
- 2. **Rank these environmental aspects** according to its severity or urgency to be addressed (Please state & justify how do you make the ranking)
  - Please list and rank your priority
    - o Listing of environmental aspects
    - o The aspects are ranked based on the company's priority
  - Why do you rank your priority?
    - o Rationale for the ranking of its environmental aspects
  
- 3. Based on the ranking of the environmental aspects, the organizations should identify its **environmental objectives** (both immediate and long-term) and then set its specific **environmental targets** for their appropriate periods. These targets will be used as the organization's **environmental Key Performance Indicators**
  - What are your organization's environmental objectives?
  - What are your organization's environmental targets?
  - What is your environmental performance in relation to your organization's targets?
    - o Achievement of the environmental targets
  
- 4. Based on the objectives and targets set by the organization, it will then develop its activities (**environmental programmes/projects**) to achieve the set objectives and targets. All approved (by the organization) **environmental programme/project proposals** should be presented in this chapter or as appendices. Under each environmental programme/project, there should be the project team, distribution of tasks and resource allocations
  - What are the environmental activities carried out by your organization from 2017 until now? (Please list down)
    - o Are the projects undertaken mitigated the impacts caused by the company's core business?
  - What are the goals (KPI) of each of the environmental activities listed?
    - o Are the goals in the proposal aligned to its company environmental objectives and targets?
  - How much budget is allocated for the environmental activities?
  - Who is the person-in-charge of the environmental activities (Name and designation)

- 7.0 Environmental Programmes Implementation, Monitoring and Performance Appraisal**  
 In this section, the implementation of **EACH environmental programmes/projects** should be reported in such a way that it provides the following information:
1. The commencement of **EACH project** as approved by the management (e.g. present the letter of approval)
    - Project officer in charge (Name & Designation)
    - List of Environmental projects

- Evidences (Proposal/minutes)
- 2. Records of **all milestones** of the project (e.g. photograph, commissioning of equipment, press statement/newspaper cuttings, etc.)
  - Does your company/agency have your Environmental Project Milestones?
    - o List of milestones for each project
  - State the project status, complete with evidence
- 3. The **monitoring records** for the projects and **appraisal (effectiveness of the project)** against its intended objectives
  - List of monitoring records, complete with evidence
  - Frequency of monitoring (annually, bi-annually, quarterly)
  - Monitoring Group, either internal or external
  - List of relevant parameters (water, land, air, waste)
- 4. **The % of KPIs achieved** by each project implemented (provide evidences)
  - List of KPIs for each project
  - Percentage of Environmental Projects achieved KPIs
  - Percentage of the operating expenditure spent on the Environmental Projects

## 8.0 Environmental Review and Continual Improvement

In this section, the element of **continuous improvement** should be clearly demonstrated by the organization. The element of continuous improvements can be presented as follows:

1. The assessment/appraisal of the performance of each environmental programme/project should be reviewed by the **Management Review Committee** (Chaired by the CEO or top management of the organization). This can be presented by the relevant extracts of the minutes of meeting of the review committee
  - Management record review
2. **The decisions made** by the review committee on each of the environmental programme/project should reflect how the organization is moving towards a more sustainable environmental management. (attach the relevant extracts of minutes of meetings)
  - Decision on environment
3. The **follow-up actions** on the Management Review Committee's decisions should be clearly presented in the form of minutes of project team meetings, instruction memo to the team leader of the project, progress report of the action taken, or any other appropriate records
  - Actions taken
  - Progress on actions taken

## 9.0 Conclusion

In this chapter, the organization should **conclude on the overall achievements** of the organization and **how it has helped in protecting the environment**. This should also include:

1. A **self-evaluation (stating its strengths and weaknesses)** by the organization
  - Summary of overall achievements

- Summary of what was achieved against targeted
  - Company's perspective of its achievements
2. Commenting on whether the organization **has done enough** for the environment
- Honest self- evaluation
    - Overall environmental performance
    - Appropriateness of its targets/KPIs
    - The weaknesses
    - The strengths
3. What will it **embark on in the future** to further enhance the sustainability of the environment.
- Future enhancement
    - Policy matter
    - Objectives and targets setting
    - New initiatives
    - Company's value on the environment

## 10.0 Appendices

Here, all the **relevant documents, records**, etc. that support the report should be attached. The documents should be **clearly separated into its relevant sections** for ease of reference when going through the self-evaluated environmental performance report.

## 9.0 FOCAL PERSONS

No.	SECTORS CATEGORIES	FOCAL PERSON	EMAIL & CONTACT NO.
1.	Agriculture	Timothy Abet ak Isik (NREB)	<a href="mailto:timohya@nreb.gov.my">timohya@nreb.gov.my</a> / 082-319518
2.	Forestry	Manaffery Madhan (NREB)	<a href="mailto:manaf@nreb.gov.my">manaf@nreb.gov.my</a> / 082-319528
3.	Quarry & Mining (Sand, Mineral & Coal)	Tsai Koh Fen (NREB)	<a href="mailto:tsaikf@nreb.gov.my">tsaikf@nreb.gov.my</a> / 082-449250
4.	Oil and Gas	Mohamad Zaihan Bin Lek (DOE) Abang Zaharuddin Abang Mok (DOE)	<a href="mailto:zaihan@doe.gov.my">zaihan@doe.gov.my</a> / <a href="mailto:ruddin@doe.gov.my">ruddin@doe.gov.my</a> / 082-482535
5.	Hydro Power	Penny Sumok (NREB)	<a href="mailto:pennys@nreb.gov.my">pennys@nreb.gov.my</a> / 082-311505
6.	Manufacturing	Zuhariah Binti Jon (DOE) Shirley Alik (DOE)	<a href="mailto:zuhariah@doe.gov.my">zuhariah@doe.gov.my</a> / <a href="mailto:shirley@doe.gov.my">shirley@doe.gov.my</a> / 082-482535
7.	Construction – Realty	Weety Martin (NREB)	<a href="mailto:weety@nreb.gov.my">weety@nreb.gov.my</a> / 082-319540
8.	– Infrastructure	Elizabeth Nyomek (NREB)	<a href="mailto:elizeben@nreb.gov.my">elizeben@nreb.gov.my</a> / 082-319539
9.	Electricity & Water Supply	Rahmah Biak (NREB)	<a href="mailto:rahmahb@nreb.gov.my">rahmahb@nreb.gov.my</a> / 082-319526
10.	Waste Management & Recycling	Tang Hung Huong (NREB)	<a href="mailto:tanghh@nreb.gov.my">tanghh@nreb.gov.my</a> / 082-319542
11.	Golf Course	Paul Bond Chamberlin (NREB)	<a href="mailto:paulfc@nreb.gov.my">paulfc@nreb.gov.my</a> / 082-311531
12.	Hotel & resort	Mary Magdalen Lutok (NREB)	<a href="mailto:maryml@nreb.gov.my">maryml@nreb.gov.my</a> / 082-319534
13.	Restaurant & Eateries	Amy Wong Yik Mee (NREB)	<a href="mailto:wongym@nreb.gov.my">wongym@nreb.gov.my</a> / 082-319504
14.	Retailing, Commercial Mall & Supermarket	Jong Chean Fuei (NREB)	<a href="mailto:jongcf@nreb.gov.my">jongcf@nreb.gov.my</a> / 082-319533
15.	Port Services	Edmund MacMiller (NREB)	<a href="mailto:edmundmc@nreb.gov.my">edmundmc@nreb.gov.my</a> / 082-319536
16.	Medical Centre & Services	Rahmah Biak (NREB)	<a href="mailto:rahmahb@nreb.gov.my">rahmahb@nreb.gov.my</a> / 082-319526
17.	Local Authority	Leonard Law (MLGH)	<a href="mailto:Lawth2322@gmail.com">Lawth2322@gmail.com</a> / 082-319624
18.	Individual	Edmund MacMiller (NREB)	<a href="mailto:edmundmc@nreb.gov.my">edmundmc@nreb.gov.my</a> / 082-319536
19.	Journalist	Jonathan Manggah (NREB)	<a href="mailto:jonathmi@nreb.gov.my">jonathmi@nreb.gov.my</a> / 082-319506

NREB Regional Officers are also being appointed as the Focal Persons for their respective administrative region.

## 10.0 CONTACT

Please contact us for any further inquiry at:

**CMEA SECRETARIAT  
NATURAL RESOURCES AND ENVIRONMENT BOARD (NREB) SARAWAK  
(Lembaga Sumber Asli dan Alam Sekitar Sarawak)  
18<sup>th</sup> – 20<sup>th</sup> Floor, Menara Pelita,  
Jalan Tun Abdul Rahman Yakub,  
Petra Jaya  
93050 Kuching, Sarawak**

**Tel: 082-319500  
Fax: 082-448254 / 312800**

**Email: [cmea.secretariat@gmail.com](mailto:cmea.secretariat@gmail.com)  
Website: [www.nreb.gov.my](http://www.nreb.gov.my)**

Contact Person:	Tel. No.:	Email:
<b>a)</b> Mdm. Rahmah Biak	082-319526 / 013-8119171	<a href="mailto:rahmahb@nreb.gov.my">rahmahb@nreb.gov.my</a>
<b>b)</b> Mr. Edmund MacMiller	082-319536 / 017-8028178	<a href="mailto:edmundmc@nreb.gov.my">edmundmc@nreb.gov.my</a>
<b>Contact person at NREB Regional Offices / Focal Persons:</b>		
<b>a)</b> Mdm. Noor Azima Md. Dahlan	082-365971 / 365972	<a href="mailto:nooramd1@yahoo.com">nooramd1@yahoo.com</a>
<b>b)</b> Mr. Bengkil Jimi	083-471895 / 471901	<a href="mailto:bengkilj@nreb.gov.my">bengkilj@nreb.gov.my</a>
<b>c)</b> Mr. Dau Utau	084-349429 / 337428	<a href="mailto:dau_tau@yahoo.com">dau_tau@yahoo.com</a>
<b>d)</b> Mr. Mohd.Jefrin Azlan Abdullah	084-873486 / 873485	<a href="mailto:jefrinjg@nreb.gov.my">jefrinjg@nreb.gov.my</a>
<b>e)</b> Mdm. Sinanawati Marto	086-335772 / 334448	<a href="mailto:sinana_marto@yahoo.com">sinana_marto@yahoo.com</a>
<b>f)</b> Mr. Joseph Uyo	085-427486 / 437488	<a href="mailto:usepphudik@yahoo.com">usepphudik@yahoo.com</a>
<b>g)</b> Mr. Anthony Malang	085-216487 / 216488	<a href="mailto:anthonym@nreb.gov.my">anthonym@nreb.gov.my</a>