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|  | **Kertas Minit Bil.\_\_\_\_\_\_** | **No. Fail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| Nota: Sila gunakan pen mengikut warna yang dinyatakan, iaitu:* + Warna **BIRU/HITAM** – surat menyurat dalaman Pejabat Pendaftar \* **sila ubah nama PTJ**
	+ Warna **MERAH** – surat yang diterima daripada Pusat Tanggungjawab (PTJ) lain (luar Pejabat Pendaftar) \* **sila ubah nama PTJ**
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