

## KLTGA Inclass CTRE Programs for February 2022

February							
Date	Day	Time	Venue	Program	Language	Speaker	Facilitator
10th	Thurs	9.30am - 12.45pm	KLTGA	(New) The Legendary Crow	English	Mr. Alex Raj	John Yip
		2.15pm - 5.30pm		(New) The Bah Kut The Story	English		
12th	Sat	9.30am - 12.45pm	KLTGA	Places of interest at WHS-Melaka	Mandarin	Mr. Desmond Liau Sin Long	John Yip
		2.15pm - 5.30pm		The Old Streets of Malacca	Mandarin		
19th	Sat	9.30am - 12.45pm	KLTGA	(New) Pangkor Island	English	Capt. Azmi Bin Abdul Aziz	John Yip
		2.15pm - 5.30pm		The National Monument	English		
26th	Sat	9.30am - 12.45pm	KLTGA	8 Effective Ways to Become a Good Guide	Mandarin	Mr. David Tan Kah Tian	John Yip
		2.15pm - 5.30pm		Stories of Tourist Guide	Mandarin		

### CTRE PROGRAM TERMS & CONDITIONS

#### 1. The revise in class CTRE fees from December 2021 will be as follows :

KLTGA members with valid KLTGA membership : RM30 per topic.

Non-Members : RM40 per topic

#### 2. Minimum/maximum number of participants per CTRE class during this NRP Phase 4 period.

2.1. Please note that in view of the reduced fees being paid by members for the CTRE classes, a **minimum of 15 participants** are required to confirm a CTRE class.

2.2. In adherence to social distancing protocols, a **maximum of 19 participants** will be allowed for each CTRE class.

#### 3. Cut off days to determine if a CTRE class have received the minimum of 15 participants is 3 days as follows :

3.1. For Tuesday CTREs = by Friday 5pm the week before.

3.2. For Thursday CTREs = by Monday 5pm of the same week.

3.3. For Friday CTREs = by Tuesday 5pm of the same week.

3.4. For Saturday CTREs = by Wednesday 5pm of the same week

#### 4. Bookings for a CTRE class

4.1. Bookings can only be made in the following manner:

4.1.1 In person at KLTGA office during office hours

4.1.2 Via email to : [Kltga@live.com](mailto:Kltga@live.com)

4.1.3 Via calls to KLTGA office during office hours

@ 03-9221 0688

#### 5. Prepayment required for confirmation of booking

5.1. To be fair to all members, bookings can only be accepted with prepayment on a first come, first served basis.

5.2. Confirmation of your CTRE class participation can only be made to you upon receipt of your payment.

5.3. Once you know space is available for any of the CTRE topics you wish to attend, please make immediate payment for the CTRE topic/s via GIRO transfer to **KLTGA MAYBANK account number: MBB Account No. 014105301486**

5.4. Also send the confirmation of your payment receipt immediately to **KLTGA via email to [Kltga@live.com](mailto:Kltga@live.com)**

The following information must be provided with your payment receipt in order to receive a confirmation of your booking.

5.4.1 Name

5.4.2 TG No.

5.4.3 Date, Time & CTRE topics you are paying for

5.4.4 Total amount paid

5.5. Members who have sufficient unused CTRE deposits still with KLTGA may apply your deposit as payment.

5.5.1 Request to use your existing CTRE deposits with KLTGA must be confirmed in writing to KLTGA at [Kltga@live.com](mailto:Kltga@live.com) so as to ensure we both have a written record for our mutual protection.

#### 6. Refunds, postponements, transfer of confirmations & cancellations

6.1 To be fair to your fellow members & KLTGA, once your booking is confirmed & paid, no changes whatsoever will be allowed.

6.2 Your booking is non refundable & non transferable.

6.3 Postponements or cancellations of your confirmed bookings are strictly prohibited for whatever reason whatsoever.

6.4. So, please make bookings only when you are absolutely sure you will be able to attend!

#### 7. Cancellation of CTRE classes due to insufficient number of participants.

7.1 Should any CTRE classes need to be canceled because it have not received **the minimum number of 15 participants** by the cut off day(as mentioned in No. 3 above), all payments made will be withheld at KLTGA & applied toward your future CTRE bookings.

#### 8. Compliance with all MKN & relevant NRP Phase 4 SOPs

In conducting in-class CTRE @ KLTGA during the NRP Phase 4, all the usual pandemic SOPs will be strictly enforced.

8.1. These SOPs include...

8.1.1 Compulsory mask wearing while in KLTGA office & throughout the CTRE classes

8.1.2 Scanning the **MySejahtera** at KLTGA office /registering in visitors' log

8.1.3 Body temperature check upon entry to KLTGA office

8.1.4 Social distancing in KLTGA office & the seminar room

8.2. All other in class SOPs as practiced during previous CTRE classes will also be strictly enforced.

8.3. As a reminder, CTRE classes NRP Phase 4 SOP announcements will be made at the beginning of each CTRE class.

**8.4 Only fully vaccinated are allowed to enter KLTGA office**

**Should you need clarification or require further information, please visit KLTGA or call KLTGA office during office hours or via our email at [Kltga@live.com](mailto:Kltga@live.com)**