

NOTE:

- This Corporate Access Request Form (CARF) is required to create a Corporate Access account of an organisation on e-LATiH.
- This CARF must be completed by the **Top Management** of an organisation to ensure proper authorization and oversight of Corporate Access requests.
- **This is a fillable PDF.** Open this PDF in Adobe Reader or Acrobat to start entering all the details.
- Please send the completed CARF **via email** to the key account officer or elatih@hrdcorp.gov.my.
- This CARF must be submitted along with a **corporate logo** in either PNG or JPEG format (recommended size 187px x 91px).

1. ORGANISATION DETAILS		
HRD Corp Registered Employers	Yes	No
Name		
Address		
Total Number of Employees		
Business Nature/ Industry		
Contact Person		
Email Address		
Phone Number		

2. ADMIN DETAILS (CORPORATE ACCESS USER ADMIN)	
Name	
Email Address	
Phone Number	
Designation	

2A. ADDITIONAL ADMIN DETAILS (CORPORATE ACCESS USER ADMIN) <i>*if applicable</i>	
Name	
Email Address	
Phone Number	
Designation	

DECLARATION

1. We hereby declare that we have obtained the necessary authority and approval to duly execute this declaration.
2. By making this declaration, we hereby acknowledge that the e-LATiH Corporate Access is in compliance with our policies and we hereby acknowledge that we have read, understood and agree to be bound by the e-LATiH Corporate Access Terms & Conditions which has been made available on e-LATiH Corporate Access account.
3. We hereby authorize the access and appointment of the abovementioned Administrator(s) for the e-LATiH Corporate Access.
4. We hereby agree and acknowledge that all information provided herein are deemed accurate and reliable for the purpose of the creation / registration of the e-LATiH Corporate Access.
5. We further agree and consent to the creation of the e-LATiH Corporate Access account and authorize HRD Corp the usage of our corporate logo solely for the purpose of creating the e-LATiH Corporate Access account for our organisation.
6. We hereby declare and acknowledge that we are responsible for assigning Administrator(s) to manage the e-LATiH Corporate Access.
7. We hereby undertake to immediately inform HRD Corp via email to the key account officer or at elatih@hrdcorp.gov.my if and when there is a variation / modification / revocation of the appointed Administrator(s). Unless and until HRD Corp reflects the said changes in the system, we hereby agree HRD Corp shall not be liable for any losses/expense resulting from such changes.

AUTHORIZED SIGNATORY :

NAME :

DESIGNATION :

DATE :



Option 1: *Add a Digital Signature. Click the Authorized Signatory box > Create a new Digital ID > Save to File > Create a self-signed Digital ID with password. Add the digital signature, save and submit the CARF via email.*

Option 2: *Complete the details, print, and sign the CARE. Scan and submit the CARF via email.*