



REGISTRATION OF WORKPLACE SAFETY AND HEALTH CO-ORDINATOR (QUICK INSTRUCTIONS)

PENDAFTARAN BAGI PENYELARAS KESELAMATAN DAN KESIHATAN
DI TEMPAT KERJA (ARAHAN-ARAHAN RINGKAS)



STEPS LANGKAH- LANGKAH	PROCESS PROSES
1.	<p>Go to the SHENA website. <i>Sila layari laman sesawang SHENA.</i></p> <p>https://shena.gov.bn</p>
2.	<p>Go to 'License and Registration' tab then click 'Workplace Safety and Health Co-Ordinator' link. <i>Kunjungi tab 'License and Registration' dan tekan pautan 'Workplace Safety and Health Co-Ordinator'.</i></p>
3.	<p>Click the Online Application Form. <i>Tekan borang permohonan online.</i></p>
4.	<p>Fill in the required details completely and accurately on the online form. <i>Isi semua maklumat yang diperlukan dengan lengkap dan tepat melalui borang secara online.</i></p>
5.	<p>Upload the following supporting documents: <i>Muat naik dokumen sokongan berikut:</i></p> <ul style="list-style-type: none"> • Applicant Identity Card (IC) / Passport (for foreign applicant). <i>Kad Pengenalan pemohon / Pasport (bagi pemohon asing).</i> • Curriculum Vitae (CV). <i>Kurikulum Vitae (CV).</i> • Letter of Appointment / Nomination as WSH Co-ordinator (optional). <i>Surat Pelantikan / Pencalonan sebagai WSH Co-ordinator (pilihan).</i> • Certificate of other relevant WSH training (optional). <i>Sijil latihan lain berkaitan WSH (pilihan).</i> • Passport-sized Photo. <i>Gambar saiz pasport.</i>
6.	<p>No Registration Fees. <i>Tidak ada pembayaran.</i></p>