| Bil | Nama dan No rujukan surat dari BSM | Tarikh dokumen diterima dari BSM (Ditandatangani oleh Ketua Cawangan) | Jumlah permohonan | Tarikh dokumen dihantar ke BSM | Jumlah hari urusan selesai | *CAR* |
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| % Permohonan selesai diurus dalam tempoh 10 hari bekerja | : | 0 x 100  0 | = | **0 %** (Standard 100%) |