

**MEMORANDUM**  
 Submitted to: [Name] and [Name] by: [Name]  
 Date: [Date]  
 Subject: [Subject]

ML - JERKAT / 216 / 21 (2018)

No	Kategori	Subkategori	Keterangan	2018												Total	
				1	2	3	4	5	6	7	8	9	10	11	12		
Kategori: [Category]				1.1	1.2	1.3	1.4	1.5	1.6	1.7	1.8	1.9	2.0	2.1	2.2	2.3	
Subkategori: [Subcategory]				2.1	2.2	2.3	2.4	2.5	2.6	2.7	2.8	2.9	3.0	3.1	3.2	3.3	3.4
Item: [Item]				3.1	3.2	3.3	3.4	3.5	3.6	3.7	3.8	3.9	4.0	4.1	4.2	4.3	4.4
Total																	

*[Handwritten signature and notes]*  
 [Name]  
 [Title]  
 [Date]

