



## APPLICATION FORM FOR ATTENDING COURSE/SEMINAR/CONVENTION

### APPLICANT'S INFORMATION

<b>NAME</b>			
<b>STAFF NO.</b>		<b>DEPARTMENT</b>	
<b>APPLICATION DATE</b>			

### DETAILS OF COURSE/SEMINAR/CONVENTION

<b>TITLE</b>			
<b>VENUE</b>			
<b>DATE OF COURSE</b>		<b>FEES</b>	
<b>SIGNATURE OF APPLICANT</b>			

### TO BE COMPLETED BY MANAGER

#### VERIFIED BY

**SIGNATURE :** \_\_\_\_\_

**NAME :** \_\_\_\_\_

**POSITION :** \_\_\_\_\_

**DATE :** \_\_\_\_\_

### TO BE COMPLETED BY COO/DCOO

#### APPROVED BY

**APPROVED**       **NOT APPROVED**

**NOTE :** \_\_\_\_\_

**SIGNATURE :** \_\_\_\_\_

**NAME :** \_\_\_\_\_

**POSITION :** \_\_\_\_\_

**DATE :** \_\_\_\_\_

### TO BE COMPLETED BY HR DEPARTMENT

<b>ALLOCATION</b>		<b>NAME</b>	
<b>FEES</b>		<b>POSITION</b>	
<b>BALANCED</b>		<b>SIGNATURE &amp; DATE</b>	