

FACT SHEET - Application To Attend Course or Seminar

Course Title : _____

Course Organizer : _____

Date of Course : _____

Venue : _____

Objectives of the Course : i)
ii)
iii)

Source of Fund : T&T -
(To be supported by any BH's Course Fee -
holding the respective funds
involved)

Costs : T&T -
Course Fee -

Benefits to Department : _____

Name of Participant : _____

Participant Position : _____

No. of Course Attended : _____
(Current year)

Recommended by : _____ Date : _____
Name:
Position:
Branch/District:

Supporting Branch Head : _____ Date : _____
Name:
Position:
Branch/District:

Status of Application : Accepted/Not Accepted

_____ Date : _____
Timbalan Pengarah/Khidmat Teknikal
Jabatan Kerja Raya