

CONFIRMATION OF COURSE/WORKSHOP/TALK ATTENDANCE

PARTICIPANT INFORMATION		
Course/Workshop/Talk Name:		
Name :	Position :	
Department :	Email :	
Contact No. (H/P) :	(H) :	(Fax) :
Staff No. :	College :	
Address :		
PARTICIPATION AND TYPE OF PAYMENT		
Non-UUM Participant (RM 90.00)		
Vote Payment	☐	
Cash	☐	
Cheque	☐	
APPROVAL		
<u>Head of Unit/Division Approval</u>		
The nominated staff is hereby approved to attend the workshop/seminar.		
Date	Signature	
<u>Head of Department Approval</u>		
Attendance is approved and payment amount of RM _____ only through vote transfer/cash/cheque made to BENDAHARI UNIVERSITI UTARA MALAYSIA (Bank Islam Malaysia Berhad: 02093010000010)		
Date : _____	Signature : _____	
Name and Department Stamp : _____		
Please return completed and approved form to : University Teaching and Learning Centre (UTLC) Tel: 04 - 928 4043/4043/4055/4056/4058 Fax : 04-928 4054		
Note : • UTLC has the right to make any changes if necessary. • The workshop date and fees are subject to changes according to the venue and workshop needs.		

****Sekiranya pensyarah yang dicalonkan untuk hadir ke kursus ini gagal menghadiri kursus tersebut maka potongan vot akan tetap dilakukan.**

****Payment will be deducted from the vote, even if the nominated lecturer fails to attend.**