

**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**

UUM Staff/UUM Student (RM 100.00)

☐

Cash

☐

Non-UUM Participant (RM 150.00)

☐

Cheque

☐

Vot

☐**APPROVAL****Head of Unit/Division Approval**

The nominated staff is hereby approved to attend the workshop/seminar.

\_\_\_\_\_  
Date\_\_\_\_\_  
Signature**Head of Department Approval**

**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.

- Participants who are **NOT** able to attend the workshop **MUST** inform the workshop secretariat at least **three days before** the workshop date.
- A deduction from the VOT will be done for participants who failed to turn up for the workshop.