



HRDF

PENJANA HRDF – GERAK INSAN GEMILANG INITIATIVE (GIG)

TRAINEES' ATTENDANCE FORM

Trainee's Name :

NRIC No. :

Training Provider's Name :

Course Title :

Grant ID No. / Proposal No. :

Training Duration : From Until

Date	Signature

Date	Signature

Date	Signature

I certify that all the information and trainees' attendance are true and correct.

Certifying Officer :

Designation :

Signature :

Date :

Company Stamp :

Summary of Attendance	
No. of Days Attended	.../...
No. of Hours Attended	.../...

Note:

1. This attendance form must be prepared on a daily basis and signed by the trainee on the training day.
2. This form must not be split and amended in any way.