



HRDF

PENJANA HRDF – SME DEVELOPMENT

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.