



REPORT DUTY NOTIFICATION

INSTRUCTION:

1. This form is to be completed by the authorised representative of the organization once student has reported for duty.
2. Please return this form within 10 working days to the Head of industrial Training and Community Networking Department via email (praktikal_fpm@kuis.edu.my) or facsimile (03-89254472)

This is to confirm that the following student has reported for duty in our organization.

STUDENTS DETAIL			
Name			
Program Name		Matric No.	
HP No./email		IC No.	
Report Duty Date			
Department/Unit of Placement			
Summary of Training Plan/Job Scope			
Appointed Industry's Supervisor (with Official Stamp)			
Authorised Industry's Representative (with Official Stamp)			
Organization's Stamp			