

RULES AND GUIDELINES

**KOLEJ UNIVERSITI POLY-TECH MARA 6th
& KOLEJ POLY-TECH MARA 38th**

CONVOCAATION CEREMONY



NO.	ITEM	PAGE
1	INTRODUCTION	3
2	GUIDELINES FOR GRADUANDS	3
3	GUIDELINES FOR PARENTS/GUESTS	5
4	CONVOCATION FEES	7
5	OUTSTANDING FEES	8
6	DRESS CODE	9
7	CONVOCATION ROBE	13
8	CONVOCATION PHOTOGRAPH	14
9	SCROLL AND TRANSCRIPT	14
10	CONVOCATION HALL PROTOCOL	15
11	MINISTRY OF HIGHER EDUCATION TRACER STUDY	15
12	CONTACT PERSONS	17
13	KOLEJ POLY-TECH MARA BRANCHES	17
14	IMPORTANT DATES	18
14	ATTACHMENTS I-IV	21-27

INTRODUCTION

Congratulations for your success in completing your studies with Kolej Poly-Tech MARA and/or Kolej Universiti Poly-Tech MARA Kuala Lumpur.

Please access the official *KPTM 38th & KUPTM 6th Convocation* official website at:

KPTM: <https://convo.kptm.edu.my>
KUPTM: <https://convo.kuptm.edu.my>

GUIDELINES FOR GRADUANDS

Rehearsal

1. Rehearsal for the convocation will be conducted as the below:

Date : 4 November 2022 (Friday)
Place : Dewan Plenari, Putrajaya International Convention Centre (PICC)
Time : 2.30 petang

2. Graduands are required to attend the rehearsal. Attendance is compulsory.

3. Please wear appropriate attire for the rehearsal. Male graduands are reminded to have short neat hair.

Convocation

The convocation is scheduled as below:

	Session	Date	Day	Time	Place
KPTM	Session 1	05 November 2022	Saturday	8.00 pagi	Plenary Hall, Putrajaya International Convention Centre (PICC)
	Session 2			2.00 petang	
	Session 3	06 November 2022	Sunday	8.00 pagi	
	Session 4			2.00 petang	
KUPTM	Session 1	07 November 2022	Monday	8.00 pagi	
	Session 2			2.00 petang	

Attendance Confirmation

1. Upon receipt of the occasion's invitation, each graduand **MUST** make an online confirmation for their attendance between **1 September 2022 until 19 Oktober 2022** via the convocation website.
2. A late fee will be imposed if confirmation is made between **20 Oktober 2022 until 28 Oktober 2022.**
3. Confirmation made after **28 Oktober 2022 will not be entertained.**
4. Graduands are required to upload a recent photograph into the convocation website as per the requirements in attachment II.
5. **An RFID Card** will be provided to each graduand at the RFID Card Counter during robe collection and on the rehearsal day. Only graduands with RFID cards will be allowed to enter the convocation hall.

GUIDELINES FOR PARENTS/GUESTS

Entry Pass for Parents/Guests

1. **Entry Pass for parents/guests will be distributed to the graduands during robe collection.** Each graduand will receive one (1) entry pass that would allow entry for two (2) parents/guests. The pass must be kept and produced by parents/guests for entry to the convocation hall. A missing pass will not be replaced.
2. Only those above 12 years old are allowed to enter the convocation hall.
3. Graduands and parents/guests are not allowed to take any photographs during the convocation.

Parking facility for Graduands, Parents and Guests

1. Please adhere to the instructions of officials on duty to facilitate the parking process.
2. Parking for graduands, parents and guests are allocated at the *basement* of PICC. If the parking space is full, graduands, parents/guests are allowed to park in the vicinity of PICC with guidance from officials on duty.
3. Shuttle service will be provided between 11:00 a.m. to 4:00 p.m. for those parked in the vicinity of PICC.

Dress code for parents/guests

1. GENTLEMAN

Complete Official / Batik/ National attire.

OR

"*Lounge Suit*" with neck tie.

JEANS and ROUND NECK T-SHIRT are not allowed.

2. LADIES

Complete Official/ Office/ National attire.

GOWN, SKIRT, SLEEVELESS BLOUSE, JEANS and ROUND NECK T-SHIRT are not allowed.

IMPORTANT NOTE:

PARENTS/GUESTS ARE REMINDED TO ADHERE TO THE DRESS CODE TO FACILITATE ENTRANCE TO THE CONVOCATION HALL.

Food and refreshments

A cafeteria is available at the Putrajaya International Convention Centre (PICC) for the convenience of graduands, parents or guests.

The Convocation Committee **will not** be providing any food or refreshments for graduands, parents or guests.

Food or refreshments are not allowed in the Convocation Hall.



CONVOCATION FEE

1. A fee of RM350.00 is imposed for the convocation and should be paid before attending the convocation.
2. Fee payment should be done online using the link "Yuran Konvokesyen" in the convocation website.
3. For enquiries regarding the convocation fee, please e-mail ***finance_konvo@gapps.kptm.edu.my*** . Please state your name, identity card and telephone number in the e-mail.
4. The Finance Department will update your payments status in the Graduand Attendance Confirmation System within three (3) working days. Upon update, graduands may confirm their attendance.

(IMPORTANT: Graduands should adhere to the fee payment procedure and conduct early payment to avoid any delays in making attendance confirmation)

5. Only graduands without any outstanding fees (Tuition and Other fees as well as Convocation fee) will be allowed to attend the convocation.

Deadline for convocation fee payment is on the **28th October 2022.**

6. A late fee of RM50 will be imposed to any graduand who fail to make confirmation between 20 October 2022 and 28 October 2022.
7. Late fee payment must be done together with the Convocation fee.
8. Graduands may check for any outstanding fees through the Graduand Attendance Confirmation System.

 **OUTSTANDING FEES PAYMENT**

- Any outstanding fees payment could be made online through the link below:

<https://epay.kptm.edu.my>

- Please login into the **epay KPTM** system and **choose the relevant campus**. Sign-in using the **official college e-mail** and enter the amount to be paid in the **Tuition Fees** column. Please keep the payment information for future reference.
- Graduands from **KPTM Semporna** are required to make payment to the account below:

Bank	Account Name	Account Num
CIMB Bank	Kolej Poly-Tech MARA Sdn Bhd - Semporna	8005 632123

- For enquiries, please refer to the campus Finance Unit officer as below:

Num.	Name	email	CAMPUS
1.	Nor Azlina binti Ismail	azlina_ismail@gapps.kptm.edu.my	KUPTM
2.	Che Shahriyana binti Che Sharudin	shahriyana@gapps.kptm.edu.my	Alor Setar
3.	Mazliha binti Jumahat	mazliha@gapps.kptm.edu.my	Bangi
4.	Siti Aminah binti Hazmi	siti_aminah@gapps.kptm.edu.my	Batu Pahat
5.	Abdul Azim bin Mohd Tarimizi	azim@gapps.kptm.edu.my	Ipoh
6.	Wan Hazleyane binti Wan Junoh	hazleyane@gapps.kptm.edu.my	Kota Bharu
7.	Rohzani binti Zakaria@Zawawi	rohzani@gapps.kptm.edu.my	Kuantan
8.	Maisura binti Mohamed Arshad	maisura@gapps.kptm.edu.my	Semporna

GRADUANDS DRESS CODE

Graduands are required to adhere to the dress code as below:

Gentleman

1. Black National dress (Black Baju Melayu with Black Songkok and Songket Samping)

OR

Black Blazer with long sleeve shirt, **Black** pants and **Red** neck tie.

2. Leather dress shoes with dark coloured socks.
3. Short and neat hairstyle.






Ladies

1. **Muslim** : Modest "baju Kurung" or "Kebaya labuh" without slits and plain coloured hijab.
2. **Non-Muslim**: Long sleeved blouse and black long pants or long skirts (length below the knee) without slits or Black long dress without slits.
3. Black Pump Shoes with heels not more than 1.5 in.
4. Slippers or sandals or any other shoe designs that expose the toes are not allowed.
5. Please refer to Table 1 (KPTM Graduands) and Table 2 (KUPTM Graduands) for hijab colours.



IMPORTANT

THE CONVOCATION COMMITTEE RESERVES THE RIGHTS TO DENY ENTRY TO ANY GRADUANDS WHO FAIL TO ADHERE TO THE DRESS CODE.




TABLE 1 (KPTM GRADUAND)

NUM	FACULTY	NUM	PROGRAM CODE	PROGRAM	HIJAB COLOUR
1	FAKULTI SAINS KOMPUTER DAN TEKNOLOGI MAKLUMAT (FSKTM)	1	CC103	Diploma in Computer Systems and Networking	Merah Hati (Maroon) 
		2	CT103	Diploma in Information Technology	
2	FAKULTI PENGURUSAN PERNIAGAAN (FPP)	1	AB101	Diploma in Business Management	Pirus (Turquoise) 
		2	AB103	Diploma in Management with Multimedia	
		3	AB107	Diploma in Human Resource Management	
		4	AB108	Diploma in Entrepreneurship	
		5	AF101	Diploma in Islamic Banking & Finance	
		6	AM101	Diploma in Digital Marketing	
3	FAKULTI PERAKAUNAN (FP)	1	AA101	Diploma in Accountancy	Oren (Orange) 
		2	AA231	BSc. of Arts (Hons) in Accounting and Finance 3+0 Collaboration with Dublin Business School	
4	FAKULTI SAINS SOSIAL & KEMANUSIAAN (FSSK)	1	AT101	Diploma in Tourism Management	Ungu (Purple) 
		2	BE101	Diploma in TESL	
		3	BE102	Diploma Pendidikan Awal Kanak-kanak	
		4	BS101	Diploma in Sport Management	
5	FAKULTI KEJURUTERAAN (FK)	1	ET101	Diploma in Electrical Engineering (Industrial Electronic)	Hijau Epal (Apple Green) 
		2	EV101	Diploma in Civil Engineering (Construction Safety)	


KPTM 38th & KUPTM 6th CONVOCAATION CEREMONY RULES AND GUIDELINES

6	FAKULTI BIO-INDUSTRI & SAINS KESIHATAN (FBSK)	1	DN101	Diploma Kejururawatan	Merah Jambu (<i>Pink</i>) 
		2	DS102	Diploma in Agro Technology	
7	FAKULTI MULTIMEDIA KREATIF (FMK)	1	CT104	Diploma in Multimedia	Emas (<i>Gold</i>) 
		2	CT108	Diploma in Computer Graphic Design	
		3	CM101	Diploma in Animation	
		4	CM102	Diploma in Game Design	

JADUAL 2 (KUPTM GRADUAND)

NUM	FACULTY	NUM	PROGRAM CODE	PROGRAM	HIJAB COLOUR
1	FACULTY OF BUSINESS, ACCOUNTANCY & SOCIAL SCIENCES (FBASS)	1	AA102	Diploma in Accounting and Finance	Pirus (Turquoise) 
		2	AA103	Diploma of Accountancy	
		3	BK101	Diploma in Corporate Communication	
		4	AA201	Bachelor of Accountancy (Honours)	
		5	AB201	Bachelor of Business Administration (Honours) Human Resource Management	
		6	BK201	Bachelor of Communication (Hons) in Corporate Communication	
		7	AB202	Bachelor of Business Administration (Honours)	
		8	AC201	Bachelor of Corporate Administration (Honours)	
2	FACULTY OF EDUCATION, HUMANITIES & ARTS (FEHA)	1	BE101	Diploma in Teaching English as a Second Language (TESL)	Merah (Red) 
		2	BE201	Bachelor of Arts (Honours) in Applied English Language Studies	
		3	BE202	Bachelor of Early Childhood Education (Honours)	
		4	BE203	Bachelor of Education (Honours) in Teaching English as a Second Language	
3	FACULTY OF COMPUTING & MULTIMEDIA (FCOM)	1	CC101	Diploma in Computer Science	Ungu (Purple) 
		2	CC202	Bachelor of Science (Hons) in Information Security	
		3	CM201	Bachelor of Arts in 3D Animation and Digital Media (Honours)	
		4	CT203	Bachelor of Information Technology (Honours) in Business Computing	
		5	CT204	Bachelor of Information Technology (Honours) in Computer Application Development	
		6	CT205	Bachelor of Information Technology (Hons) in Information Security	

KPTM 38th & KUPTM 6th CONVOCAATION CEREMONY RULES AND GUIDELINES

4	INSTITUTE OF GRADUATE STUDIES (IGS)	1	BE301	Postgraduate Diploma in Education	All colours allowed
		2	AB301	Master of Business Administration	
		3	AB302	Master of Business Administration (Corporate Administration and Governance)	
		4	CT301	Master of Science in Information System	
		5	AB401	Doctor of Philosophy (Business Administration)	
5	INSTITUTE OF PROFESSIONAL STUDIES (IPS)	1	AA111	Association Of Chartered Certified Accountants - Certified Accounting Technicians (ACCA-CAT)	Emas (Gold) 
		2	AA211	Association of Chartered Certified Accountants (ACCA)	

ROBE

ROBE SET

1. A complete convocation robe set should contain:
 - 1 Convocation robe (Black)
 - 1 Hat (mortar board/ befeater)
 - 1 Hood (Colour according to the faculty)
 - 1 Sash (for Award winners only)
 - 1 Face Mask
2. The convocation committee reserves the rights to deny entry to any graduand without a complete robe set.
3. Graduands are not allowed to make any alterations on the robe.
4. Graduands are fully responsible for the robes and are reminded to ensure to have it at hand on the convocation day.

Robe collection

1. Robe collection will be conducted as below :

Num	DATE	TIME	PLACE
1	1 & 2 November 2022 (Tuesday & Wednesday)	9.00 a.m. – 4.00 p.m.	KUPTM KL
2	4 November 2022 (Friday)	9.00 a.m – 6.00 p.m.	Dewan Perdana PICC

2. Robe collection is limited to the dates and time above.
4. Graduands are required to complete the robe rental form for submission during robe collection. Please be reminded to keep a copy of the form for future reference.
5. Graduands are allowed to collect not more than one (1) robe set on behalf of others provided that all payments and documents are complete.
6. Graduands are required to complete the Convocation Robe Collection Checklist during robe collection.

Returning the Robe

1. The robe should be returned at the Robe Counter at the Dewan Perdana PICC immediately after the convocation
2. The counter will be open between 1:00p.m. until 6:00p.m.
3. Graduands are required to submit a copy of the robe rental form when returning the robe.

How to wear the convocation robe

The convocation robe should be appropriately and neatly worn:

- Hood is pinned on both shoulders.
- Mortar board/ befeater worn with the tassel forward and on the left hand side.
- The sash should be worn as below:

KPTM GRADUAND



KUPTMKL GRADUAND



➔ CONVOCATION PHOTOGRAPH

There will be official photographers on duty during the convocation. Personal photographers are not allowed to be in the event. All official photographs will be mailed to graduands.



SCROLL AND TRANSCRIPT

All graduands should be able to obtain their scrolls and transcripts at the Dewan Perdana PICC upon completion of the convocation.

REMINDER:

Only graduands who do not have any outstanding fees and have completed the MOHE SKPG (Tracer study) will be allowed to obtain their scrolls and transcripts.



CONVOCATION HALL PROTOCOL

Graduands will be guided to their seats during the procession and are expected to behave appropriately to the prestige of the occasion. No graduand is allowed to leave the hall once the ceremony begins.

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MOHE TRACER STUDY (SKPG)

The SKPG is a tracer study conducted by the Ministry of Higher Education to measure the graduate's employability and their learning experience at their respective institutions.

The SKPG portal is accessible beginning February 2022. Please update your work status periodically until the convocation date. The link is as below:

<http://great.mohe.gov.my>

Graduands are required to upload the SKPG slip to the convocation website as proof of completion.

KAJIAN PENGESANAN GRADUAN KEMENTERIAN PENGAJIAN TINGGI	
Nama	LIM WERN HUEI
Institusi	KOLEJ IZMIR
No. Matrik	140054
Tarikh Kajian	7/9/2021 8:51:48 PM
Status Terkini	BEKERJA



KPTM 38th & KUPTM 6th CONVOCATION CEREMONY RULES AND GUIDELINES

- Please refer to the officers below for assistance:

NUM	NAME	EMAIL	CAMPUS
1.	Nor Zalina Binti Zalwadi	zalina_z@gapps.kptm.edu.my	KUPTM
2.	Alias bin Muda	tracerstudy@gapps.kptm.edu.my	HQ
3.	Mohd Fithri bin Omar		
4.	Nurul Shuhada Binti Abdul Samat	shusamat@gapps.kptm.edu.my	Alor Setar
5.	Nor Zuhrah Binti Mustaffa	zuhrah@gapps.kptm.edu.my	Bangi
6.	Ahmad Fadzwan Bin Fadzir	ahmad.fadzwan@gapps.kptm.edu.my	Batu Pahat
7.	Nurul Shuhada Binti Amir Hashim	nshuhada@gapps.kptm.edu.my	Ipoh
8.	Nurfaezah Binti Saaid	nurfaezah@gapps.kptm.edu.my	Kota Bharu
9.	Kamarulnizam Bin Kamarudin	kamarulnizam@gapps.kptm.edu.my	Kuantan
10.	Alias bin Muda	alias@gapps.kptm.edu.my	Semporna

- Please refer to the SKPG manual attached (Attachment I page 21)

CONTACT PERSONS

For assistance regarding the convocation, please refer to the officers below:

KUPTM

Nurharlinraihan Binti Rosnan	: 03-92069700
Noor Ilyana Binti Ibrahim	: 03-92069705
Nurharyana Binti Rosnan	: 03-92069705
Nik Mazlinahaiza Bt Abdullah (Robe)	: 03-92069646
Nor Zalina Binti Zalwadi (SKPG)	: 03-92069752

KPTM


Norliza Binti Muhammad Nor	: 03-91795661
Hasnatul Balqies Binti Hashim	: 03-91795658
Nur Fazlin Binti Abdullah	: 03-91795660
Arlina Binti Ramdan	: 03-91795660
Noor Faizaltul Akmal binti Hamzah	: 03-91795659
Syafful Anuar bin Abdul (Urusan Jubah)	: 03-91795712
Alias bin Muda (SKPG)	: 03-91795666

KOLEJ POLY-TECH MARA BRANCHES

KUPTM Kuala Lumpur	: 03-92069700
KPTM Alor Setar	: 04-7309255
KPTM Bangi	: 03-8925 9769/9776
KPTM Batu Pahat	: 07-4559902/6729
KPTM Ipoh	: 05-2421003
KPTM Kota Bharu	: 09-7462020
KPTM Kuantan	: 09-536 6701



IMPORTANT DATES

DATE	NOTE
1 September 2022	Convocation website activated: KUPTM: https://convo.kuptm.edu.my KPTM: https://convo.kptm.edu.my
13 September 2022	Graduand Attendance Confirmation System is activated.
28 October 2022 (5.00 p.m.)	Last date for attendance confirmation. Late fee of RM50 will be charged to graduands confirming their attendance between 20 October 2022 hingga 28 October 2022.
1 November 2022 and 2 November 2022 (Tuesday- Wednesday)	<p>Robe collection session 1</p> <p>Graduands are required to show proof of confirmation as below:</p>  <p>Time: 9.00 a.m. – 4.00 p.m.</p> <p>Place: Kolej Universiti Poly-Tech MARA Kuala Lumpur (KUPTM)</p>

KPTM 38th & KUPTM 6th CONVOCATION CEREMONY RULES AND GUIDELINES

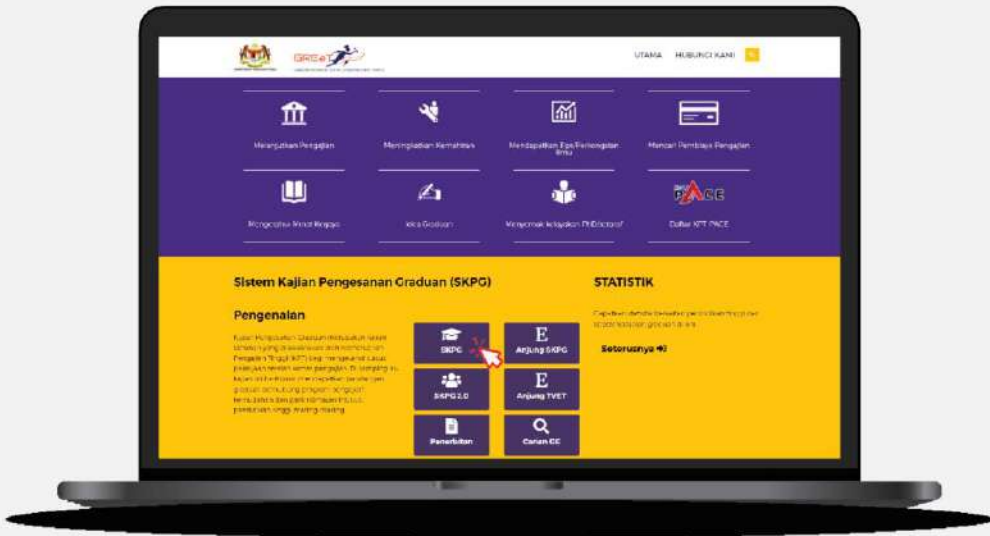
<p>4 November 2022 (Jumaat)</p>	<p>Robe collection session 2</p> <p>Graduands are required to show proof of confirmation as below:</p>  <p>Masa : 9.00 a.m. – 6.00 p.m.</p> <p>Place : Dewan Perdana, Putrajaya International Convention Centre (PICC)</p>
<p>4 November 2022 (Friday)</p>	<p>Rehearsal:</p> <p>Place : Dewan Plenari, PICC Time : 2.30 – 4.00 p.m.</p> <p>Attendance is compulsory</p>
<p>5 November 2022 (Saturday)</p>	<p>KPTM Convocation</p> <p>Dewan Plenari PICC Session 1: 8.00 a.m. – 12.30 p.m. Session 2: 2.00 p.m.– 5.30 p.m.</p>
<p>6 November 2022 (Sunday)</p>	<p>KPTM Convocation</p> <p>Dewan Plenari PICC Session 3: 8.00 a.m.– 12.30 p.m. Session 4: 2.00 p.m.– 5.30 p.m.</p>
<p>7 November 2022 (Monday)</p>	<p>KUPTM Convocation</p> <p>Dewan Plenari PICC Session 5: 8.00 a.m. – 12.30 p.m. Session 6: 2.00 a.m.– 5.30 p.m.</p>

KPTM 38th & KUPTM 6th CONVOCATION CEREMONY RULES AND GUIDELINES

<p>7 November 2022 (Monday)</p>	<p>Distribution of scrolls and transcripts according to the sessions.</p> <p>*Only graduands without any outstanding fees and have completed the SKPG are allowed to obtain their scrolls and transcripts.</p> <p>*Graduands are given a one-hour time limit to obtain their scrolls and transcripts.</p>
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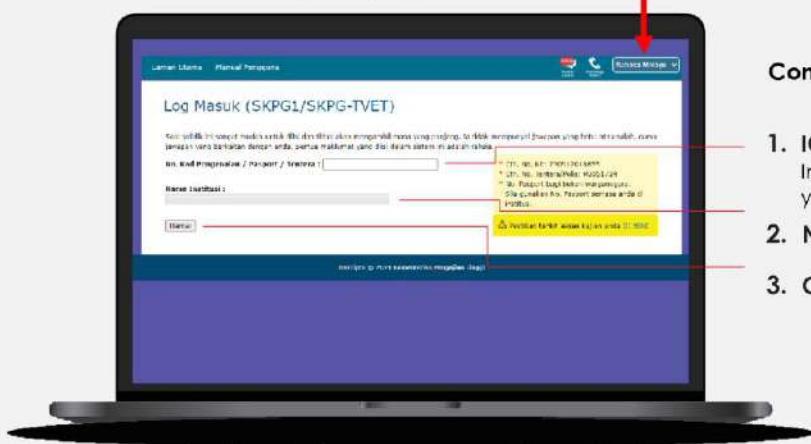
STEPS TO PARTICIPATE IN THE MOHE GRADUATE TRACER STUDY

01 Visit the official website : <https://great.mohe.gov.my>



02 Complete your details

You can change language from Bahasa Malaysia to English.



Complete your details :

1. IC Number/Passport/ Military International students may use your passport number
2. Name of Institution
3. Click to submit

03

Complete survey information (Part A until Part G)

04

End of survey



What should I do if the system display:
"Sorry, no matching records founds"?

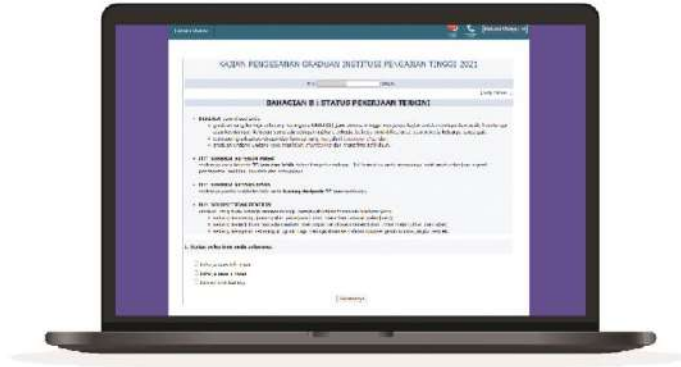
- Please recheck your Identification Card/Passport/Army Number.
- The identification number must match with your institution record and using correct format (eg. IC No: 880808144444).
- If the information is correct but you did not successful to log in, please email us at skpgaduan@mohe.gov.my.



SKPG1

(For graduands from UA, IPTS and other IPT)

CURRENT EMPLOYMENT STATUS (Section B)



Definition of being "EMPLOYED":

Any occupation that leads to salary, profit or profit for the family if working as:

- Government and private workers
- Employer
- Self employed
- Freelance work
- Working for the family even without any salary

Full time job

Employed less than 35 hours per week

Part time job

Employed less than 35 hours per week

Unemployed

Not employed but is waiting for:

- Work placement
- Continuation of study

You are considered employed if you are currently involved with GIG economy such as:

- GrabFood
- foodpanda
- Bungkusit
- Personal Shopper
- Dropship agent
- Seamstress/Tailor
- Farmer/Breeder
- Freelancer
- Foodtruck operator
- Assisting with family business



CHANGE OF EMPLOYMENT STATUS?

01

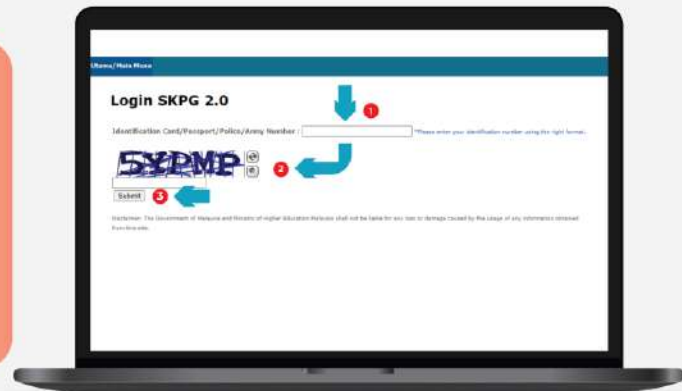
Visit the official website at
<https://great.mohe.gov.my>



02

Complete the information :

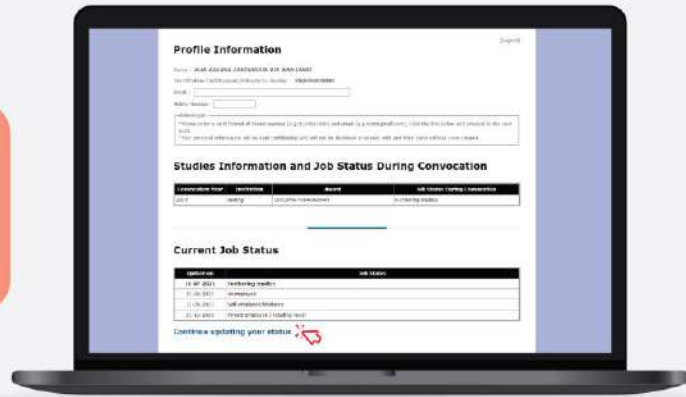
1. Identification Card/Passport/
Army Number
2. Fill in Security Code/CAPTCHA
as displayed
3. Click SUBMIT to enter the survey



Display after SKPG 2.0 login. Please check the validity of the information displayed.

03

Click [HERE](#) to update your job status.



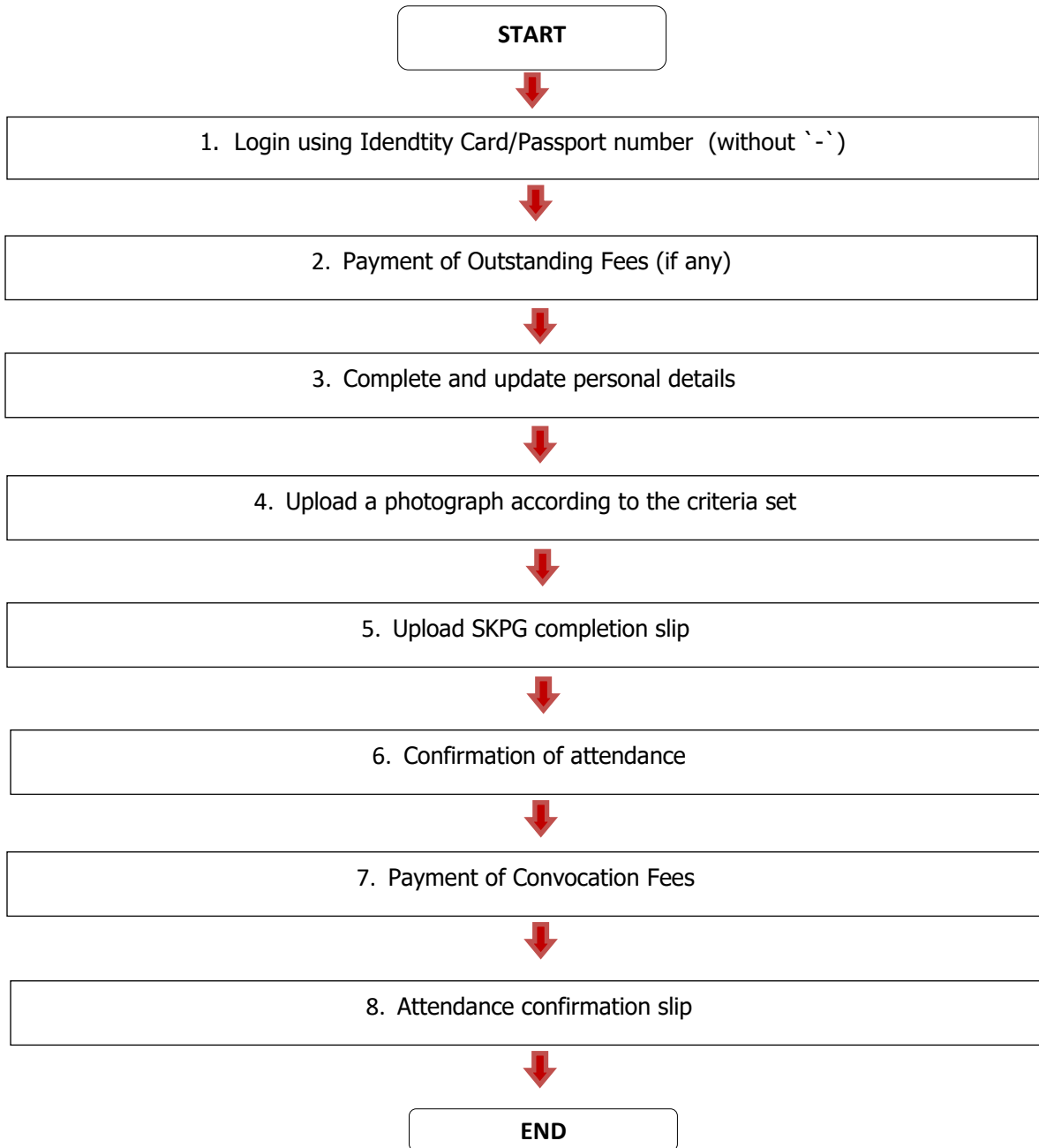
04

End the Survey



Note : The SKPG 2.0 questions are concise. The time required does not exceed 5 minutes.

GRADUAND ATTENDANCE CONFIRMATION SYSTEM GUIDE






GRADUAND ATTENDANCE CONFIRMATION SYSTEM

(Sistem Pengesahan Kehadiran Graduan)

System are ready to be used on 13th November 2022. Will be back soon..!!



Diyakini (Trustworthy)
Bersinergi (Synergistic)
Prihatin (Caring)



Sign in

***Please set your password for first login!**

[Set Password](#)

Graduate Verification System

Congratulations to our Graduates !!

For all details and information regarding Convocation Ceremony, please visit our official website convu.kptm.edu.my.

Please make sure to check and confirm that all your personal details are correct. It is important that any corrections **MUST** be made before the deadline, otherwise all the details are assumed to be correct.

[Back Home](#)

PHOTOGRAPH AND SKPG COMPLETION SLIP UPLOAD

START

1. Go to the Graduand Attendance Confirmation System at <http://graduand.kptm.edu.my/>

2. Enter your Identity Card/Passport number(without ` - `) in the Graduand Confirmation column

3. Complete and update personal details

4. Upload a photograph according to the criteria set
The photo will be displayed during the convocation

Photo criteria

- a. Passport size and not more than 5MB
- b. Blue background
- c. .jpg or .jpeg format
- d. Male graduand must be in formal attire (dark blazer with neck tie and neatly combed hair)
- e. Female muslim graduands must be in plain hijab.
- f. Female non-muslim graduands should be modestly dressed (hijab is not compulsory)

EXAMPLE :



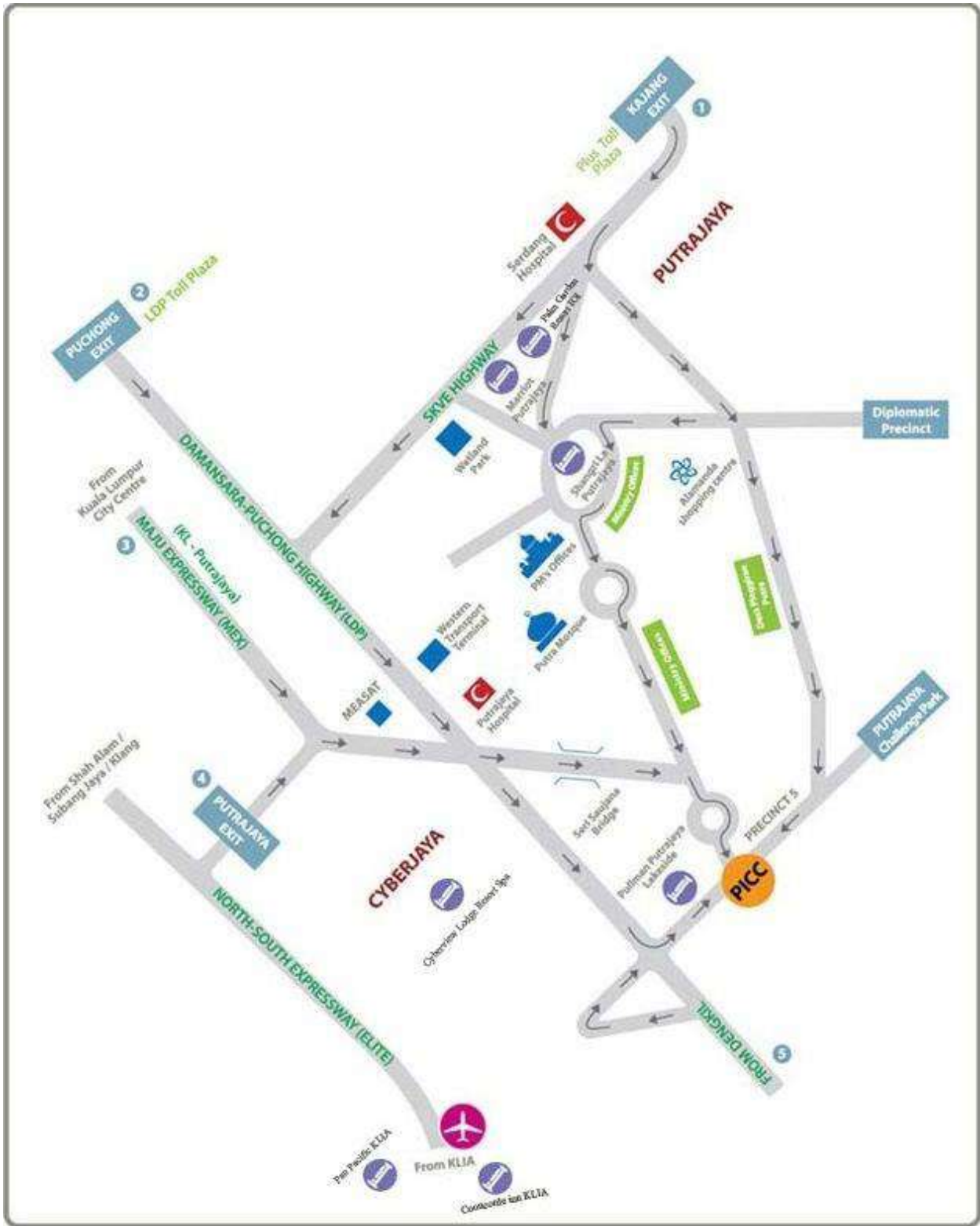
5. Upload SKPG completion slip

6. Confirmation of attendance

END

For assistance on uploading your photograph, please refer to the officers below::

Name	Telephone Number	Extension
Puan Nurul Syuhada Binti Abd Rahim	03 – 91795600	371
Cik Che Wan Nurul Hakimah Binti Che Wan Mohd Puzi		366



Attachment IV

