



Application for Approval of a Continuing Professional Development (CPD) Activities

INSTRUCTION TO APPLICANT

- i. Use separate Form for Each Event
- ii. Complete Form must be submitted together with the organiser's event brochure/programme
- iii. Applications shall reach the CPD Committee not later than **one month** before the date of the event
- iv. Attendance lists must be duly signed by participant and shall be submitted not later than **two weeks** after the date of event, together with copies of all papers presented.
- v. All applications shall be accompanied the Application processing fee **RM 100**. All payment must be issued favour of 'MALAYSIAN INSTITUTE OF PLANNERS' and the processing fee are not refundable.
- vi. The Committee will not entertain any application which does not comply with the aforesaid requirements.
- vii. All decisions of the Committee regarding this application is **Final**.

1. DETAILS OF EVENTS

1.1 Title of Event:			
1.2 Name of Organiser:			
1.3 Start Date:		End Date :	
1.4 Venue:			
1.5 No. of Hours:			
1.6 Type of Event :			
1.7 No. of Paper Presented :			
1.8 Event Registration Fee :			

2. PERSONAL DETAIL OF APPLICANT

2.1 Name of Applicant:			
2.2 Title (Prof/Dr/Mr /Ms):			
2.3 Position held by responsible person in body :			
2.4 Correspondence Address :			
2.5 Tel. No. :			
2.6 Faxes No. :			

2.7 Handphone No. :	
2.8 Email Address :	
2.9 Signature of Applicant	
2.10 Company's Seal/Stamp	

3. FOR OFFICE USE		
3.1 Date of Application received :		
3.2 Receipt of Processing fee :	Cheque No. :	
	Receipt No. :	
3.3 No. of CPD Point Approved :		
3.4 Date of Approved :		