

ATTENDANCE SHEETDATE: / / TIME: TO
VENUE: SUBJECT OF TRAINING / MEETING : TRAINING/MEETING CONDUCTED BY:
NO.EMPLOYEECARD NO.NAME OF NO.EMPLOYEECARD NO.NAME OF
EMPLOYEEDEPARTMENTSIGNATUREPrepared byAsst. MRApproved byHODIssued by
Management Representative { MR }Status