

A. CHECKLIST FOR PROPOSAL

BUDGET: ☐ SAT ☐ NO BUDGET
☐ CAT ☐ SPONSORSHIP
☐ SMT ☐ OTHERS _____ (state)
TRANSPORTATION: ☐ YES ☐ NO

Name of Programme :
 Organiser :
 Advisor :

Please ensure that all the items in the checklist below are completed. Attach any relevant documents with the Programme Proposal Form (PPF). Please (✓) in the column provided.

Level	Item	Applicant	Remarks by OSDCE
Invitational	Date submitted are NOT less than 9 days before the programme	Yes/ No	
University/Club	Date submitted are NOT less than 21 days before the programme	Yes/ No	
National	Date submitted are NOT less than 3 months before the programme	Yes/ No	
International	Date submitted are NOT less than 6 months before the programme	Yes/ No	
Sponsorship	Date submitted are NOT less than 3 months before the programme	Yes/ No	

No.	Item	Applicant	Remarks by OSDCE
1	Completed PPF Form - Signed by Advisor and Stamp (Please state down the name, staff no. & email if the advisor does not have a stamp)		
2	Proposal (Pages are printed on BOTH sides, ensure to include programme manager & advisor's email)		
3	Internal Collaboration Form / Joint Programme Form (If external)		
4	Approval of Credited Programme Form Signed by HOD (For Course-Based Program only EXCEPT COCU)		
5	Curriculum Vitae of Speaker / Moderator / Trainer (If any)		
6	Sponsorship Draft Letter to Deputy Dean SDCE (If any)		
7	List of potential Vendor (If activities involving business activities)		
8	At least 3 quotations for any purchasing/ booking (If above RM 1000)		
9	Transportation form (If any) - <i>subjects to availability</i>		

Note: This checklist needs to be submitted together with PPF

Prepared by, Name: Matric no.:	Received by Officer-on-duty Name: Date:
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