



KOLEJ POLY-TECH MARA Kuantan
KM8, Jalan Gambang
25150 Kuantan
Tel: 09-5366701 Fax: 09-5366515

REPORT OF DUTY NOTIFICATION

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

STUDENT

Name : _____
I.D. No : _____

ORGANIZATION

Organization Name : _____
SSM Registration No : _____
Organization Address : _____

INDUSTRIAL SUPERVISOR

Name : _____
Designation : _____
Contact No. : _____
Email : _____
Signature : _____

Organisation Official Stamp



The completed form must be emailed/faxed to:

NOR HANIM BINTI ABU ZARIN
Academic Supervisor
Industrial Training Unit (AB107)
Kolej Poly-Tech MARA Kuantan
KM8, Jalan Gambang
25150 Kuantan
Tel: 09-5366701
Fax: 09-5366515

Email: hanim_zarin@gapps.kptm.edu.my

If this form is not returned within the stipulated date, it will be assumed that the student is not registered and did not report for duty. Hence, no evaluation will be made on the student.