

NOMINATION ENTRY FORM

Confidential

Attach
Six (6) 2" x 2"
coloured
photographs with
name printed on the
reverse side

Date of Submission: _____

Closing Date: Friday, 18th June 2010

I. PERSONAL PARTICULARS

a)	Name of Candidate (as in NRIC):	MAPSA Membership No (if any):
b)	NRIC No:	
c)	Office Tel No:	Fax No:
d)	Email:	Mobile No:
e)	Name of Company:	Position in Company:
f)	Years of Service in Company:	
g)	Years of Working Experience:	As Administrative Professional:
h)	Qualification:	Hobby:
i)	Name of Proposer (if applicable):	MAPSA Membership No (if any):
j)	Relationship to Candidate:	
k)	Office Tel No:	Fax No:
l)	Email:	Mobile No:

II. YOUR ACCOMPLISHMENTS:

Please describe your professional and personal work ethics and accomplishments that exemplify your exceptional performance in the execution of your tasks at the workplace and in the community area.

a) The Administrative Profession:

b) The Community:

III. POSITIONS HELD OR RECOGNITIONS RECEIVED

Please list in chronological order (with most recent at the top).

Date	Positions Held or Recognitions Received

IV. IN LESS THAN 350 WORDS, PLEASE GIVE A SUMMARY ON WHY YOU CONSIDER YOURSELF (OR THE CANDIDATE YOU NOMINATE) DESERVING OF THE ADMINISTRATIVE PROFESSIONAL AWARD?

V. SUPPORTING REMARKS FROM THE BOSS/PROPOSER

Name: (Dato / Datin / Dr / Mr / Mrs / Ms)
Telephone Contact No:
Position in company:

Comments: _____

Signature of Boss/Proposer: _____

Date: _____

Signature of Candidate: _____
Date: _____

REQUIREMENTS FOR SUBMISSION OF ENTRY FORM

- 1 Please feel free to use additional pages; however, each additional page should be clearly numbered to correspond with the relevant sections of Entry Form.
- 2 2 coloured passport size photographs with name printed on the reverse side.
- 3 2 copies of Entry Form with relevant attachments.
- 4 Please send all the above in ONE envelope marked 'CONFIDENTIAL – TO BE OPENED BY ADDRESSEE ONLY' to:

Mrs. Dixie Wai
Chairman, The Administrative Professional Award Selection Committee
Malaysian Association of Professional Secretaries and Administrators
15 Lorong Tempinis Kiri Satu, Lucky Garden, Bangsar
59100 Kuala Lumpur, Malaysia
Telephone : 03-2282-8308
Fax No. 03-2282-5884

Entries should reach us by **18th June, 2010.**