

# 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, 18<sup>th</sup> 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:**

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**b) The Community:**

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**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?**

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**V. SUPPORTING REMARKS FROM THE BOSS/PROPOSER**

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

**Comments:** \_\_\_\_\_

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**Signature of Boss/Proposer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>Signature of Candidate:</b> _____
<b>Date:</b> _____

## **REQUIREMENTS FOR SUBMISSION OF ENTRY FORM**

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- 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 **18<sup>th</sup> June, 2010.**