



Reference No.: _____

CHANGES OF PROGRAMME FORM (CPF)

Name of Programme : _____

Organiser (K/C/D//O/M) : _____

Detail of Changes : Please tick (/) if applicable

Please tick (/)	Particulars	Approved	New
	Change of Date		
	Change of Venue		
	Change(s) of Speaker(s)	i.	i.
		ii.	ii.
		iii.	iii.
	Cancellation of programme		
	Others		

Reason(s): _____

Prepared by Secretary:

Checked by:

Approved / Not Approved:

Name : _____
Contact No.: _____
Date : _____

Officer in-Charge/Principal
/Club Advisor
Date: _____

DDSDCE / Chairman of SPAC
Official Stamp:
Date: _____

NOTE:-

1. Please provide the profile of the new speaker(s) and a copy of approval letter for reference.
2. Any changes to the programme should be **WITHIN 30 DAYS** from approved date of the programme **ONLY**.
3. A **maximum of 2x CPF submission** per programme is allowed.