



Received on .. _____

CHANGES OF PROGRAMME FORM (CPF)

Reference No.: (SP/SPM) : _____

Name of programme : _____

Organiser : _____
(Clubs/societies/KCDI)

Details of changes : Please (✓) where applicable

PLEASE TICK	PARTICULARS	APPROVED DATE/VENUE/SPEAKER) (as stated in the approval letter)	NEW PROPOSED DATE DATE/VENUE/SPEAKER)
	Change of Date		
	Change of Venue		
	Change of Speaker(s)	(I)	(I)
		(ii)	(ii)
		(iii)	(iii)
	Other changes		

Reason(s) / Justification(s) : _____

Prepared by:-

Checked by:-

Approved by:-

.....
Name :

Contact No. :

Date :

.....
Officer in-charge/Principal

Official Stamp

Date:

.....
Chairman,

Student Programme Approval Committee
(SPAC)

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 seven (7) days from approved date of the **PROGRAMME** only.