



Office for Communication, Advocacy & Promotion(OCAP), Level 2,
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PHOTOGRAPHER SERVICES APPLICATION FORM

PLEASE READ BEFORE SUBMIT THE FORM

1. All applications must be submitted to OCAP at least **One week** before the actual event;
2. The application form must be **approved** by Dean/Deputy Dean/Director/Deputy Director/ Assistant Director;
3. Please submit the **soft copy** through e-mail AND hard copy to OCAP;
4. **Please attach** the programme details i.e **Programme Schedule(Compulsory)**
5. Any **incomplete application form will be returned** to the applicant/organizer.
6. Any request for services from OCAP made over the phone without the form will not be entertained.
7. The priority for photographer services is for VVIP (*please refer type of VVIPs*)
8. **Assignment scheduled based on first come first serve basis.**

A. APPLICANT DETAILS

Title of Programme			
Date & Time of Programme			
Venue			
Name of VIP/VVIP & Designation	1. 2. 3.		
Contact person & Designation			
Organizer /K/C/D/I/O			
Email:			
Office No./HP No.		Fax No.	
NOTE:	1. Please attach the Final Programme (Overall & Opening Ceremony)		
Approval : (Dean/Deputy Director /Director/Deputy Director/Assistant Director of K/C/D/I/O)	I hereby approve the above request : Name: _____ Date: _____		
Official Stamp :			
OFFICE USE ONLY			
Approval from Person in-charge:	I approve /not approve this application : Date: _____		
Official Stamp:	Officer in-charge		
Photographer Assigned;	Nor Azman Shah Ismail	Samsuri Abd Jalil	Muhamad Nizam Samsudin