



BEM PRE-APPROVED CPD ACTIVITY

Checklist		
1	Official Cover Letter <i>(with Letterhead)</i>	
2	BEM Pre-Approved CPD Activity Form	
3	Activity Brochure <i>(if any)</i>	
4	Speaker CV	

For BEM Use only	
APPROVED / DECLINED	
CPD Hour Approved:	CPD Hours
Complete Submission Date:	

CPD ACTIVITY			
Title:			
Summary:			
Date (Start):		Date (End):	
Venue:			
Fees charged:	RM	per pax	Organiser Stamp (Name and Address):
Contact Person:			
Contact No.:			
CPD Hours Applied:		CPD Hours	Email Address:
	* 1 Contact Hour = 1 CPD Hour		

PROFILE: SPEAKER	
Name:	
BEM Registration No.:	
Academic Qualifications:	
Experience	
Total: years	

Please use additional sheets of paper if required

* - to be filled if applicable

Note: CPD Application is to be submitted at least 2 months prior to CPD Activity date. ONLY COMPLETED CPD Application Form will be processed. Usage of BEM Logo in any promotional materials is strictly **PROHIBITED**.



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BASIS OF CPD HOURS APPLIED FOR (*Itinerary*) :

Date Time	Program	Contact Hours	CPD Hours Applied for
	Topic:		
	Synopsis of Topic:		
	Speaker: 1. 2.		
	Topic:		
	Synopsis of Topic:		
	Speaker: 1. 2.		
	Topic:		
	Synopsis of Topic:		
	Speaker: 1. 2.		
Total Contact Hours			
Total CPD Hours Applied for			

Please use additional sheets of paper if required

Submitted By:

Signature:

Name:

Position:

Date:

* - to be filled if applicable

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PROFILE: SPEAKER

Name:

BEM Registration No.:

Academic
Qualifications:

Experience

Total: years

PROFILE: SPEAKER

Name:

BEM Registration No.:

Academic
Qualifications:

Experience

Total: years

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