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Section A: Contact Details of the Proposer

Name	Phone contact/email address	Physical address

Section B: Occupation/ Activity Description

Proposed Title: _____

Scope of the Activity (*Briefly describe how this activity is done*): _____

Section C: Purpose and Justification

Purpose	YES	NO	Justification
To supplement the existing standard			
To Promote employability			
To promote entrepreneurship			
To capture new technologies			
To preserve traditional skills			
Other			
Relevant reference (Picture, report, etc)			

Section D: Activity categorisation (*For Official use only*)

How was the information gathered? _____

Activity/Occupation Category: _____

Responsible Standards committee: _____

Any related standard/ATP: _____

Date received	Received by	Sign/Stamp