

**Attendance Sheet for courses conducted for the public**

Letter Head of Registered Training Institution

**Attendance Sheet**

<b>Name of Registered Training Institution:</b>							
<b>Venue:</b>							
<b>Course Title as per MQA Course Approval:</b>							
<b>Course date(s)</b>				<i>Eg 01.01.23</i>	<i>Eg 05.01.23</i>	.....	.....
<b>Start and End Time</b>				<i>Eg 10:00 – 12:00</i>	<i>Eg 14:00 – 16:00</i>	.....	.....
<b>SN</b>	<b>Company Name</b>	<b>Last and First Name as per ID</b>	<b>ID</b>	<b>Signature as per ID</b>	<b>Signature as per ID</b>	<b>Signature as per ID</b>	<b>.....</b>
<b>Trainer(s) Name:</b>							
<b>Trainer(s) ID:</b>							
<b>Signature of Trainer(s):</b>							
<p>I/We, ....., Trainer(s), as per the MQA Course Approval for the above-mentioned course, hereby confirm that the above-named participants are attending/attended the course and I/We have verified the National Identity Card of each participant.</p>							