

The type of attendance to be captured by program type:

	Pre-Departure (Malaysian Company)	Airport (Foreign Buyer)	Hotel (Foreign Buyer)	Activity Day (Malaysian Company and Foreign Buyer)	Sub-activity (Malaysian Company)
TF (local)	x	x	x	√	x
TF (oversea)	√	x	x	√	√
SMM	√	x	x	√	√
TIM	√	x	x	√	√
PMM	x	x	x	√	√
JPA	x	x	x	√	x
PB	x	x	x	x	x
IBM	x	√	√	√	√
MPM	x	x	x	√	√
IndBM	x	x	x	√	x

Malaysian Company Attendance

<Event Name> Total Company 6
 <Event Location> Attended Pre-Departure Briefing 4
 <Event Date> Attended Activity Day 5

No.	Company Name	Pre-Departure Briefing	Activity Day	Last Year Attendance	Last 2 Year Attendance
1	VISTERN HEALTH SDN BHD	Attend	Attend	Attend	Attend
2	KHIAZH MARKETING SDN BHD	Attend	Absent	Attend	Attend
3	LE BOURNE SDN BHD	Absent	Attend	Absent	Attend
4	DEWINA TRADING SDN BHD	Absent	Attend	Attend	Attend
5	HERNAN CORPORATION SDN BHD	Attend	Attend	Attend	Attend
6	PERFECT FOOD MANUFACTURING (M) SDN BHD	Attend	Attend	Absent	Attend
Total		4	5		

Foreign Buyer Attendance

<Event Name> Total Company 6
 <Event Location> Attended Airport 4
 <Event Date> Attended Hotel 5
Attended Activity Day 6

No.	Company Name	Country	Airport	Hotel	Activity Day	Last Year Attendance	Last 2 Year Attendance
1	ABDULAZIZ MOHAMMED SAIF FOR TRADING	YEMEN	Attend	Attend	Attend	Attend	Attend
2	ABU OUF PASTRY FACTORY	KUWAIT	Absent	Absent	Attend	Not Available	Not Available
3	AC JEANS	QATAR	Attend	Attend	Attend	Not Available	Not Available

4	AFUA AGYEMANG OPAMBOUR ENT	OMAN	Attend	Attend	Attend	Attend	Attend
5	AGE 100 CO LTD (GOYANG BR.)	SPAIN	Absent	Absent	Attend	Not Available	Not Available
6	AL-MALAHMEH AL-BOSTAMI CO.	PHILIPPINES	Attend	Attend	Attend	Not Available	Not Available
	Total		4	4	6		

Company Representative’s Attendance

<Event Name>
 <Event Location>
 <Event Date>

Total Company 4
 Total Representative 6
 Attended Company 3
 Attended Representative 4

No.	Company Name	Participant Name	Designation	Attendance
1	EAST ASIA PALM PRODUCTS SDN BHD	ANDREW NGUANG	BUSINESS DEVELOPMENT MANAGER	√
2	EAST ASIA PALM PRODUCTS SDN BHD	PANG CHIN ROCK	FACTORY ENGINEER	√
3	EAST ASIA PALM PRODUCTS SDN BHD	ALEXANDER SIM	CUSTOMER SERVICE EXECUTIVE	x
4	JERAM COCONUT SDN BHD	TAN CHEE LUN	MARKETING DIRECTOR	√
5	SYDNEY CAKE HOUSE SDN BHD	NICOLE CHUANG	EXPORT MANAGER	x
6	YLF MANUFACTURING SDN BHD	CHONG CHEN HSIANG	SALES DIRECTOR	√

Visitor at MATRADE Booth at <Event Name>

No.	Company Name	Address	Contact Details	Enquiry
1	<Company Name>	<Address> <Telephone> <Email>	<Contact Person>	