

# INVITATION

## 3rd USM-KELANTAN INTERNATIONAL OPEN TAEKWONDO (3rd USMKIOTC) MALAYSIA 2013



**DATE** : 14<sup>th</sup> - 16<sup>th</sup> November 2013  
**TIME** : 8.30 a.m.- 6.00 p.m.  
**VENUE** : MAIN HALL, UNIVERSITY SCIENCE MALAYSIA  
KUBANG KERIAN, KOTA BHARU KELANTAN,  
MALAYSIA  
**ORGANIZER** : Kelantan Taekwondo Association And  
University Science Malaysia, Kelantan (USMK)

### CONTENT ENCLOSED

<b>A</b> : Information/ Conditions of Participation	<b>E</b> : Sparring Registration Form Kyorugi
<b>B</b> : Tentative Programme	<b>F</b> : Group Indemnity Form
<b>C</b> : <b>CONFIRMATION OF PARTICIPATION</b>	<b>G</b> : Individual Indemnity Form
<b>D</b> : Kyorugi Athlete's Statement Form	<b>H</b> : Hotels in Kota Bharu <b>I</b> : Arrival Dan Departure Team Schedule



APPENDIX A

**3rd USM-KELANTAN INTERNATIONAL OPEN TAEKWONDO  
2013**

**INFORMATION/CONDITIONS OF PARTICIPATION**

1	DATE	14 th - 16th NOVEMBER 2013
2	VENUE	"DEWAN UTAMA", University Science Malaysia Kubang Krian, Kota Bharu Kelantan, Malaysia
3	ORGANIZER	Kelantan Taekwondo Association And University Science Malaysia, Kubang Kerian, Kota Bahru, Kelantan.
4	SANCTIONED BY	TAEKWONDO MALAYSIA (WTF)
5	COMPETITION RULES	New Multi Format Scoring System. WTF system.
6	CONTEST	<p style="text-align: center;"><b><u>Kyorogi (Sparring Events)</u></b></p> <p><b><u>Seniors</u></b> Full contact knockout elimination tournament comprising of three (3) rounds of two (2) minutes each round and 1 minute rest for all events.</p> <p><b><u>Juniors</u></b> Two(2) rounds of 2 minutes with one minute rest.</p> <p><b><u>Sub Juniors 1 &amp; 2</u></b> Two(2) rounds of 2 minutes with one minute rest</p>
7	ENTRIES	<p style="text-align: center;"><b><u>AGE</u></b></p> <p><b><u>Senior</u></b> Men &amp; Women categories (above 18 years old)</p> <ul style="list-style-type: none"> <li>• Minimum requirement level for this division: Red Belt ( Geup 3 ).</li> </ul> <p><b><u>Junior</u></b> Boys &amp; Girls categories (above 14-17 years old)</p> <ul style="list-style-type: none"> <li>• Minimum requirement level for this division: Blue Belt ( Geup 4 )</li> </ul>

		<p><u>Sub Junior 1</u> boys &amp; girls categories (above 7-9 years old)</p> <ul style="list-style-type: none"> <li>Minimum requirement level for this division: Blue Belt ( Geup 5 )</li> </ul> <p><u>Sub Junior 2</u> boys &amp; girls categories (above 10-13 years old)</p> <ul style="list-style-type: none"> <li>Minimum requirement level for this division: Blue Belt ( Geup 5 )</li> </ul>
8	TERMS OF REGISTRATION (FOR PARTICIPANTS)	<ul style="list-style-type: none"> <li>Submitting Athlete's Statement Form.</li> <li>Submitting the copy of ID (ID Card / Passport for foreign participants).</li> </ul>
9	DRAWING OF BOUT	<ul style="list-style-type: none"> <li>Draw Lot: Computer Generated</li> <li>Bout Chart: Computer Generated</li> </ul>
10	AWARD PRESENTATIONS	<p>Prizes will be awarded in every weight division for the first 1- Gold. 1 - Silver , and 2- Bronze for 3 placing .</p> <p>Participation certificate will be awarded to all registered participants.</p>
11	PARTICIPATION	A team can register any number of players in order that more players can participate in the same weight categories.
12	PARTICIPATION FEES	RM 40.00 per participant (all Categories)
13	PROTEST FEE	RM 200.00 (non-refundable). Arbitrators are to be decided by the referee board.
14	INDEMNITIES	<p>It shall be the responsibility of the participants from the respective affiliates to have already validly completed the participation forms and have them signed indemnifying the Organizing Committee, its officials and other contestants from any claims of injuries, losses, fatal or otherwise arising in the course of participation in this championship or any other activities therefore.</p> <p>All participants below the age of 18 should be approved and signed by parents/guardians.</p> <p>It shall be the responsibility of the respective affiliates to ensure that participants and officials are covered with effective insurance coverage.</p> <p>If an athlete got serious injured during the match, organizing committee will only give the best first aid and deliver him/her to the closest hospital. Committee does not assure the medical treatment cost for the injured athlete at the hospital. The medical treatment cost will be assured by his/her own team.</p>
15	SPARRING EQUIPMENT	<p>(i) The organizer will not provide equipment.</p> <p>(ii) Mouth guard is recommended.</p> <p>(iii) Soft protective guards for the forearms and shins are compulsory.</p>
16	ACCOMMODATION	<p>Participating teams are advised to make early reservations for accommodation.</p> <p>International Participants can contact the organizing committee for any assistance needed.</p>

17	TRANSPORTATION	<p>All transportation shall be borne by the respective participating Teams.</p> <p>International Participants could use AIRASIA for direct flights from Kuala Lumpur to Kota Bharu. Promotional rates for early bookings.</p> <p>For Participants who will be arriving with flights, please fill in the arrival and departure form.</p> <p>Do contact the organizing committee for any assistance needed.</p>												
18	ENQUIRIES	<p>For further enquiries, kindly refer as follows:</p> <table border="1" data-bbox="574 407 1484 856"> <thead> <tr> <th data-bbox="574 407 932 441">Person in Charge</th> <th data-bbox="932 407 1078 441">Position</th> <th data-bbox="1078 407 1484 441">Contact Information</th> </tr> </thead> <tbody> <tr> <td data-bbox="574 441 932 569">Master Chong Chee Chyn</td> <td data-bbox="932 441 1078 569">Advisor</td> <td data-bbox="1078 441 1484 569">Office No: 09-7448866 Hp No: 012-9001122 Email: chong_oneforcetkd@yahoo.com</td> </tr> <tr> <td data-bbox="574 569 932 667">Siti Hanisah Linggi Binti Mohd Azam</td> <td data-bbox="932 569 1078 667">Project Director</td> <td data-bbox="1078 569 1484 667">Hp No: 017-2032489 Email: (Cc:nie_nisah@yahoo.com)</td> </tr> <tr> <td data-bbox="574 667 932 856"> <ul style="list-style-type: none"> <li>• Master Yee Chuan Hup</li> <li>• Mr. Put Thai</li> </ul> </td> <td data-bbox="932 667 1078 856">For Thailand Teams</td> <td data-bbox="1078 667 1484 856">Hp No: 019-9104518 HP No: 012-9873299 H/P Thailand: 0894685560 Email: arden_sport@hotmail.com</td> </tr> </tbody> </table>	Person in Charge	Position	Contact Information	Master Chong Chee Chyn	Advisor	Office No: 09-7448866 Hp No: 012-9001122 Email: chong_oneforcetkd@yahoo.com	Siti Hanisah Linggi Binti Mohd Azam	Project Director	Hp No: 017-2032489 Email: (Cc:nie_nisah@yahoo.com)	<ul style="list-style-type: none"> <li>• Master Yee Chuan Hup</li> <li>• Mr. Put Thai</li> </ul>	For Thailand Teams	Hp No: 019-9104518 HP No: 012-9873299 H/P Thailand: 0894685560 Email: arden_sport@hotmail.com
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19	PROMOTION/ WEBSITE	<p>Official website: Facebook:  <a href="http://www.facebook.com/3rdUSMKIOTC2013">http://www.facebook.com/3rdUSMKIOTC2013</a>  <a href="http://taekwondoclubusm.webs.com/">http://taekwondoclubusm.webs.com/</a></p>												
20	TERMS AND CONDITION	<p>The Organizing Committee has the full authority to add or decide on any matter not mentioned/stipulated in the general rules and the committee's decision is final.</p>												
21	REGISTRATION FORM	<p>All complete registration forms should be sent to the following address;</p> <p>Project Director,  3<sup>rd</sup> USM-KELANTAN INTERNATIONALOPEN TAEKWONDO  CHAMPIONSHIP (3<sup>rd</sup> USMKIOTC)  Sports &amp; Recreational Centre  Universiti Sains Malaysia,  Kampus Kesihatan,  16150 Kubang Kerian  Kelantan.</p> <p>Fax No: :+60-97671331 (attn: Project Director  3<sup>rd</sup> USM-KELANTAN INTERNATIONALOPEN TAEKWONDO  CHAMPIONSHIP (3<sup>rd</sup> USMKIOTC))</p> <p>Email:  (cc: 3rdUSMKIOTC2013@hotmail.my)  (subject: REGISTRATION FORM)</p>												

	CHANGE OF PARTICIPANT	NO CHANGE OF PARTICIPANT WILL BE ALLOWED AFTER CLOSING DATE.
	ENTRY CLOSED	15 <sup>th</sup> October 2013 @ 5.00 PM

### 3rd USM-KELANTAN INTERNATIONAL OPEN TAEKWONDO 2013

#### TENTATIVE PROGRAMME

DATE	TIME	PROGRAMME	PLACE OF EVENT
14th of November 2013 (Thursday)	9.00am-10.00am	Trial Weighing-in	Main Hall, UNIVERSITY SCIENCE MALAYSIA, Kubang Kerian, Kota Bharu , Kelantan
	10.00am-3.00pm	Registration, Official weighing-in and Drawing of Lots	
	3.00pm	Team manager's meeting	
	4.00pm	Referees Refresher	
15th of November 2013 (Friday)	8.30am	<ul style="list-style-type: none"> <li>• Sparring Event</li> </ul>	Main Hall, UNIVERSITY SCIENCE MALAYSIA, Kubang Kerian, Kota Bharu , Kelantan
	1.00pm	<ul style="list-style-type: none"> <li>• Lunch</li> </ul>	
	2.00pm	<ul style="list-style-type: none"> <li>• Sparring Event continues</li> </ul>	
	4.00pm	<ul style="list-style-type: none"> <li>• OPENING CEREMONY</li> </ul>	
	5.00pm	Medal Presentation	
16th of November 2013 (Saturday)	8.30am	<ul style="list-style-type: none"> <li>• Sparring Event</li> </ul>	Main Hall, UNIVERSITY SCIENCE MALAYSIA, Kubang Kerian, Kota Bharu , Kelantan
	1.00pm 2.00pm	<ul style="list-style-type: none"> <li>• Lunch</li> <li>• Sparring Event continues</li> </ul>	
	4.00pm	CLOSING CEREMONY medal presentation ~END	

APPENDIX C

CONFIRMATION OF PARTICIPATION

Project Director,

**3<sup>rd</sup> USM-KELANTAN INTERNATIONAL OPEN TAEKWONDO CHAMPIONSHIP  
(3<sup>rd</sup> USMKIOTC)**

Dear Sir,

We submit herewith the application to participate 3<sup>rd</sup> USM-KELANTAN INTERNATIONAL OPEN TAEKWONDO CHAMPIONSHIP (3<sup>rd</sup> USMKIOTC) in the to be held at the Main Hall, Universiti Sains Malaysia, Kampus Kesihatan, Kubang Kerian, Kelantan.

Name of Association/ Participating Nation:	
Address:	
Telephone No.:	
Fax No.:	-
E-mail:	
Name of President:	

Position		No. of Participant	Remarks
Officials	Male		
	Female		
Contestants	Male		
	Female		
Others			
<b>Total</b>			

Project Director,

3rd USM-KELANTAN INTERNATIONAL OPEN TAEKWONDO CHAMPIONSHIP (3rd USMKIOTC)

Dear Sirs,

I, hereby apply to compete in the sparring event of the 3rd USM-KELANTAN INTERNATIONAL OPEN TAEKWONDO 2013, which will be held at the Main Hall, UNIVERSITY SCIENCE MALAYSIA, Kubang Kerian, Kota Bharu , Kelantan on 14 th - 16th NOVEMBER, 2013.

(PLEASE USE CAPITAL LETTER)

- 1. Name as in IC/BC:
2. IC/BC no: 3. Date Of Birth:
4. Address:
5. Present Grade / Dan: 6. Sex :
7. Country / State / Affiliate Club:
8. Divisions / Age Group :

I am aware of the possibility of my being injured in the full body contact sparring and I hereby undertake and agree to that I will not attach any blame or bring civil proceedings against the Organizing Committee of the 3rd USM-KELANTAN INTERNATIONAL OPEN TAEKWONDO 2013, its instructor, coaches, officials, participants and Kelantan Taekwondo Association (WTF) and University Science Malaysia.

I hereby confirm that I have duly read, understood and agree to the above mentioned terms and conditions.

(MUST BE SIGNED BY PARENT / LEGAL GUARDIAN IF UNDER 18 YEARS OLD)

Parent / Guardian or participant

Name:

Team Manager or Coach

Name:



**APPENDIX E**

**SPARRING REGISTRATION FORM  
SUB JUNIOR 2  
MALE DIVISION ( 7-9 years old)  
(born between Jan 1, 2004 and Dec 31, 2006)**

Name of Country/State/Club: \_\_\_\_\_

<b>CATEGORIES</b>	<b>NAME</b>	<b>WT (Kg)</b>	<b>DATE OF BIRTH</b>
<b>A Below 18 KG</b>	1)		
	2)		
<b>B 18.1 KG - 21KG</b>	1)		
	2)		
<b>C 21.1 KG - 24KG</b>	1)		
	2)		
<b>D 24.1 KG - 30KG</b>	1)		
	2)		

**SPARRING REGISTRATION FORM  
SUB JUNIOR 2  
feMALE DIVISION ( 7-9 years old)  
(born between Jan 1, 2004 and Dec 31, 2006)**

Name of Country/State/Club: \_\_\_\_\_

<b>CATEGORIES</b>	<b>NAME</b>	<b>WT (Kg)</b>	<b>DATE OF BIRTH</b>
<b>A Below 18 KG</b>	1)		
	2)		
<b>B 18.1 KG - 21KG</b>	1)		
	2)		
<b>C 21.1 KG - 24KG</b>	1)		
	2)		
<b>D 24.1 KG - 30KG</b>	1)		
	2)		

# SPARRING REGISTRATION FORM JUNIOR MALE DIVISION (10-13 YEARS OLD)

(born between Jan 1, 2000 and Dec 31, 2003)

Name of Country/State/Club: \_\_\_\_\_

CATEGORIES	NAME	WT (Kg)	DATE OF BIRTH
<b>Fin 22-25KG</b>	1)		
	2)		
<b>Fly 25.01 - 28KG</b>	1)		
	2)		
<b>Bantam 28.01 - 31KG</b>	1)		
	2)		
<b>Feather 31.01 - 34KG</b>	1)		
	2)		
<b>Light 34.01 - 38KG</b>	1)		
	2)		
<b>Welter 38.01 - 42KG</b>	1)		
	2)		
<b>Light Middle 42.01 - 47KG</b>	1)		
	2)		
<b>Middle 47.01 - 51KG</b>	1)		
	2)		
<b>Light Heavy 51.01 - 55KG</b>	1)		
	2)		
<b>Heavy 55.01 - 60KG</b>	1)		
	2)		

# SPARRING REGISTRATION FORM JUNIOR FEMALE DIVISION (10-13 YEARS OLD)

(born between Jan 1, 2000 and Dec 31, 2003)

Name of Country/State/Club: \_\_\_\_\_

CATEGORIES	NAME	WT (Kg)	DATE OF BIRTH
<b>Fin</b> <b>22-25KG</b>	1)		
	2)		
<b>Fly</b> <b>25.01 - 28KG</b>	1)		
	2)		
<b>Bantam</b> <b>28.01 - 31KG</b>	1)		
	2)		
<b>Feather</b> <b>31.01 - 34KG</b>	1)		
	2)		
<b>Light</b> <b>34.01 - 37KG</b>	1)		
	2)		
<b>Welter</b> <b>37.01 - 40KG</b>	1)		
	2)		
<b>Light Middle</b> <b>40.01 - 43KG</b>	1)		
	2)		
<b>Middle</b> <b>43.01 - 46KG</b>	1)		
	2)		
<b>Light Heavy</b> <b>46.01 - 49KG</b>	1)		
	2)		
<b>Heavy</b> <b>49.01 - 54KG</b>	1)		
	2)		

# SPARRING REGISTRATION FORM SENIOR MALE DIVISION (14-17 YEARS OLD)

(born between Jan 1, 1996 and Dec 31, 1999)

Name of Country/State/Club: \_\_\_\_\_

CATEGORIES	NAME	WT (Kg)	DATE OF BIRTH
<b>Fin BELOW 45KG</b>	1)		
	2)		
<b>Fly 45.1KG - 48KG</b>	1)		
	2)		
<b>Bantam 48.1KG - 51KG</b>	1)		
	2)		
<b>Feather 51.1KG - 55KG</b>	1)		
	2)		
<b>Light 55.1KG - 59KG</b>	1)		
	2)		
<b>Welter 59.1KG - 63KG</b>	1)		
	2)		
<b>Light Middle 63.1KG- 68KG</b>	1)		
	2)		
<b>Middle 68.1KG - 73KG</b>	1)		
	2)		
<b>Light Heavy 73.1KG- 78KG</b>	1)		
	2)		
<b>Heavy Above 78.1KG</b>	1)		
	2)		

# SPARRING REGISTRATION FORM SENIOR FEMALE DIVISION (14-17 YEARS OLD)

(born between Jan 1, 1996 and Dec 31, 1999)

Name of Country/State/Club: \_\_\_\_\_

CATEGORIES	NAME	WT (Kg)	DATE OF BIRTH
<b>Fin BELOW 42KG</b>	1)		
	2)		
<b>Fly 42.1KG - 44KG</b>	1)		
	2)		
<b>Bantam 44.1KG - 46KG</b>	1)		
	2)		
<b>Feather 46.1KG - 49KG</b>	1)		
	2)		
<b>Light 49.1KG - 52KG</b>	1)		
	2)		
<b>Welter 52.1KG - 55KG</b>	1)		
	2)		
<b>Light Middle 55.1KG - 59KG</b>	1)		
	2)		
<b>Middle 59.1KG - 63KG</b>	1)		
	2)		
<b>Light Heavy 63.1KG - 68KG</b>	1)		
	2)		
<b>Heavy ABOVE 68.1KG</b>	1)		
	2)		

# SPARRING REGISTRATION FORM

## OPEN MALE DIVISION

(18 years old and above)

Name of Country/State/Club: \_\_\_\_\_

CATEGORIES	NAME	WT (Kg)	DATE OF BIRTH
<b>Fin BELOW 54KG</b>	1)		
	2)		
<b>Fly 54.1KG - 58KG</b>	1)		
	2)		
<b>Bantam 58.1KG - 63KG</b>	1)		
	2)		
<b>Feather 63.1KG - 68KG</b>	1)		
	2)		
<b>Light 68.1KG - 74KG</b>	1)		
	2)		
<b>Welter 74.1KG - 80KG</b>	1)		
	2)		
<b>Middle 80.1KG - 87KG</b>	1)		
	2)		
<b>Heavy ABOVE 87.1 KG</b>	1)		
	2)		

# SPARRING REGISTRATION FORM

## OPEN female DIVISION

(18 years old and above)

Name of Country/State/Club: \_\_\_\_\_

CATEGORIES	NAME	WT (Kg)	DATE OF BIRTH
<b>Fin BELOW 46KG</b>	1)		
	2)		
<b>Fly 46.1KG - 49KG</b>	1)		
	2)		
<b>Bantam 49.1KG - 53KG</b>	1)		
	2)		
<b>Feather 53.1KG - 57KG</b>	1)		
	2)		
<b>Light 57.1KG - 62KG</b>	1)		
	2)		
<b>Welter 62.1KG - 67KG</b>	1)		
	2)		
<b>Middle 67.1KG - 73KG</b>	1)		
	2)		
<b>Heavy ABOVE 73.1 KG</b>	1)		
	2)		



APPENDIX F

**GROUP INDEMNITY FORM**

Name of Team Head : \_\_\_\_\_

Position In Association : \_\_\_\_\_

National Association : \_\_\_\_\_

Address : \_\_\_\_\_

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I as the name above hereby declare and confirm that the liability insurance has been affected for all the officials and contestants from \_\_\_\_\_ participating in the 3<sup>rd</sup> USM-KELANTAN INTERNATIONAL OPEN TAEKWONDO CHAMPIONSHIP (3<sup>rd</sup> USMKIOTC).

This insurance covers all the damages to persons and indemnifies the Malaysian Taekwondo, Kelantan Taekwondo Association and USMKK Taekwondo Club its organizer against all damages, claims and demands in respect therefore.

Signature : \_\_\_\_\_

I/C No : \_\_\_\_\_

Date : \_\_\_\_\_



APPENDIX G

INDIVIDUAL INDEMNITY FORM

**Project Director,  
3rd USMKK Kelantan International Open Taekwondo (WTF) Tournament 2013,**

Dear Sir,

**MEMBER UNDER 18 YEARS OF AGE**

I, \_\_\_\_\_ as Parent / Guardian give full permission to my son / daughter \_\_\_\_\_ NRIC No. \_\_\_\_\_ to participate in the **3rd USMKK Kelantan International Open Taekwondo (WTF) Tournament** will be held at Main Hall (DU), USMKK, Kubang Kerian, Kelantan from 14<sup>th</sup> -16<sup>th</sup> November 2013

I do further agree to absolve the Instructors, Officials, Participants, Organizing Committee, , Malaysian Taekwondo, Kelantan Taekwondo Association, USMKK Taekwondo Club, from any blame and responsibility in the event of any injuries, losses, fatal or otherwise arising in the course of my son / daughter / ward's participation in the above Championship or any activities incidental thereto.

I hereby confirm that I have duly read and understood the above mentioned terms and conditions.

Yours sincerely,

.....  
(Signature of Parent / Guardian)

Name :

IC No :

Date :

## OFFICIAL CHAMPIONSHIP HOTEL

# Tune Hotels - Kota Bharu City Centre

KBCC, Jalan Hamzah, Kota Bharu, Kelantan 15050 Malaysia

**TEL: 097443822**

**Total number of rooms - 172**



### Room Amenities

- Connecting / adjoining rooms available
- Pay movies
- Ceiling fan
- Air conditioning
- Climate control
  
- Private bathroom
- Bidet
- Shower only
- Electronic/magnetic keys
- In-room safe (laptop compatible)

Situated in the city center, this hotel is just beside KOTA BHARU MALL and it is close to Sultan Mohammad IV Stadium, State Museum, and Siti Khadijah Central Market. Area attractions also include Cahaya Bulan Beach and Wat Phothivihan.

Hotel restaurant

**Haiyaki Restaurant** - This restaurant serves breakfast, lunch, dinner, and brunch. It is a 24-hour restaurant.

In addition to a restaurant, Tune Hotels - include wireless Internet access (surcharge) and a 24-hour front desk.

LCD television

In addition to LCD televisions with satellite channels, guestrooms include wireless Internet access (surcharge). Bathrooms come with showers and bidets.

THE HOTEL IS OFFERING A SPECIAL RATE OF MYR 50.00 PER ROOM FOR TEAMS PARTICIPATING IN OUR CHAMPIONSHIP.

THE HOTEL NEEDS A DEPOSIT TO CONFIRM BOOKING. PLEASE CONTACT THE MANAGER

MR CHANG at 016-2092369

# APPENDIX I

## ARRIVAL DAN DEPARTURE TEAM SCHEDULE

Person in Charge	Contact Information
Master Chong Chee Chyn	Office No: 09-7448866 Hp No: 012-9001122 Email: chong_oneforcetkd@yahoo.com
Siti Hanisah Linggi Binti MohdAzam	Hp No: 017-2032489 Email: (Cc: nie_nisah@yahoo.com)

Country : \_\_\_\_\_

Region/Province/State : \_\_\_\_\_

Total Personnel : \_\_\_\_\_ persons

### **ARRIVAL**

- Arrival Schedule, Day : \_\_\_\_\_ Date : \_\_\_\_\_
- Arrival Hour : \_\_\_\_\_ AM/PM - LT(Local Time)
- Flight No : \_\_\_\_\_
- Hotel : \_\_\_\_\_

Picked up / No picked up by Committee\*

*(\*Ink out unnecessary option)*

### **DEPARTURE**

- Departure Schedule, Day : \_\_\_\_\_ Date : \_\_\_\_\_
- Departure Hour : \_\_\_\_\_ AM/PM – LT (Local Time)
- Flight No : \_\_\_\_\_

Seen Out/ No Seen Out by Committee\*

*(\*Ink out unnecessary option)*

Signature

Head Of Team

(\_\_\_\_\_)