

To: President, HIDA

Recommendation List for _____ Course

Dear Sir,

I have recruited and hereby recommend to you the under-listed candidates for the titled Course according to the Agreement on the Work in Connection with the Recruitment and Recommendation of Participants and other Work related to HIDA Management Training Course.

No.	Name	Sex	Age	Company Name	Position	*1	Comments	<i>(For HIDA use only)</i>
1						I () C () V () O ()		
2						I () C () V () O ()		
3						I () C () V () O ()		
4						I () C () V () O ()		
5						I () C () V () O ()		
6						I () C () V () O ()		
7						I () C () V () O ()		
8						I () C () V () O ()		
9						I () C () V () O ()		
10						I () C () V () O ()		

All AAS's are kindly requested to declare that they will perform at least two of the mandatory practices (specified immediately below) by placing ticks between the corresponding parentheses.

(1) Interviewing the applicants (I) (MUST)
 (2) either contacting the applicants' supervisors (C) or visiting the work place of the applicants (V)

* HIDA will check if your choices are in conformity with the new rule. Failures in compliance shall cause the applicants to be subject to disqualification.

I recommend the above-listed candidates to the titled Course and enclose their original application documents.

Name of the Collaborative Organization:

Name of the Responsible Officer:

Signature:

Date:

*1: Method of examining the content of the application documents

- I () Interviewing the applicants
- C () Contacting the applicants' supervisors
- V () Visiting the work place of the applicants
- O () Others

(Please describe in details separately)