*Dear Staff-In-Charge,*

*Thank you for the participation. All information on this form is kept confidential for the sole purposes stated, and not to be disclosed to any additional parties.*

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Staff-in-charge of the School/Dept/Centre) acknowledge that the students listed below have received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (description of physical token) or $\_\_\_\_\_\_\_ (Cash/Cash Voucher\*)for participating in the survey/research study of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (survey/research title)

*\* please delete as appropriate*

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| **S/N** | **Student Name** |
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| *Remarks:* |
| School/Dept/Centre: |  |
| School/Dept/Centre’s Contact Number: |  |
| Name of Staff-in-Charge: |  |
| Staff-in-Charge’s Designation: |  |
| Staff-in-Charge Signature: |  |