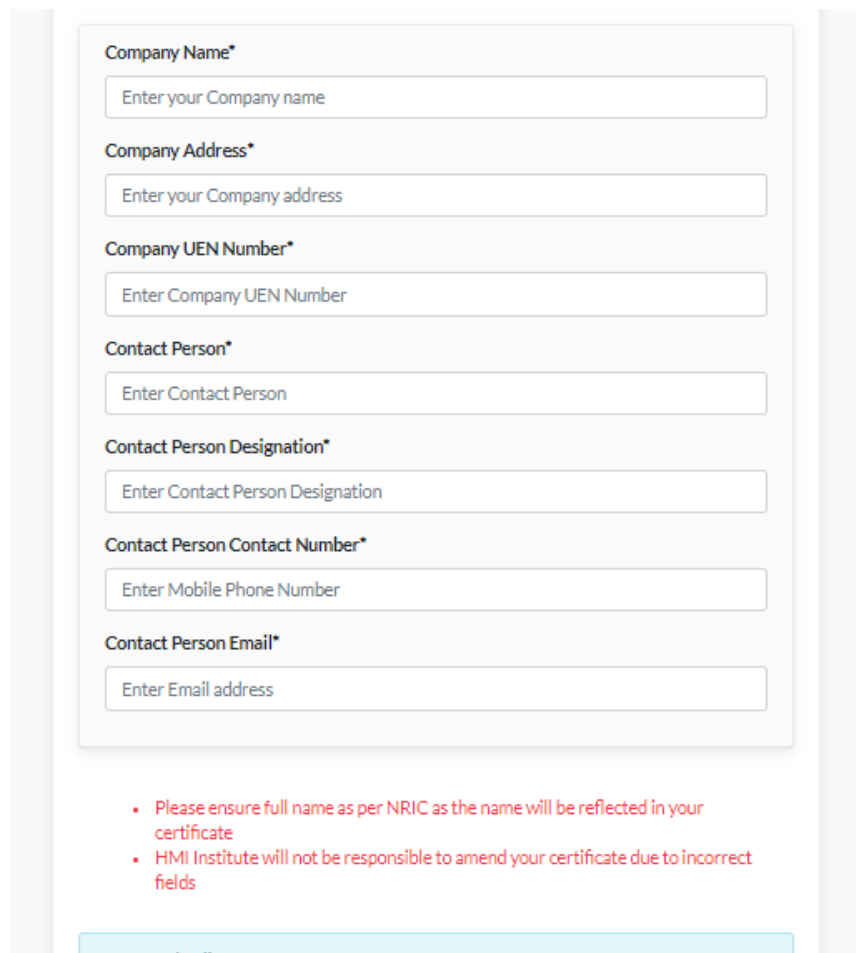


## Certificate of Attendance

1. For participant whose attendance has been marked during class, his/ her certificates is progressively emailed to the **company's point of contact** which the participant has keyed during their registration done on the [online registration portal](#).
2. If the participant did not key in the company POC details, the POC will not be able to receive the certificate, as no valid email address has been provided to HMI Institute for follow-up.
3. Certificate will not be processed for participant who attended the training without any registration/ attendance not verified.
4. Participant will receive his/ her certificate 2 weeks after course completion.

A screenshot of a web form for entering company and contact details. The form is contained within a light grey rounded rectangle. It has seven input fields, each with a label above it and a placeholder text inside. The labels are: 'Company Name\*', 'Company Address\*', 'Company UEN Number\*', 'Contact Person\*', 'Contact Person Designation\*', 'Contact Person Contact Number\*', and 'Contact Person Email\*'. Below the form, there are two red bullet points providing instructions: 'Please ensure full name as per NRIC as the name will be reflected in your certificate' and 'HMI Institute will not be responsible to amend your certificate due to incorrect fields'. At the bottom of the form area, there is a blue button with the text 'Proceed to Next'.