STAFF REQUEST FORM

☐ Gintell (M) Sdn Bhd ☐ Gintell Borneo Sdn Bhd			
☐ Other Gintell Company (please state) :			
Attention To:		Dept	

Requested By:

Staff Code :		Staff Name:		Fax :	
Showroom Code:		Showroom Name :		Mobile :	

For the following matter (s) : - ***(Please tick whichever box applicable)***

HR Letter & form	☐	Appointment	☐ Termination	☐	Warning	☐	Interview
Leave & Salary	☐	Annual	☐ Medical	☐	Increment		Commission
Showroom & Repair	☐	CCTV	☐	☐			
Stock Request	☐	Spare Parts	☐ Accessories	☐			
Others (please write)	☐						

Detail Description of Request :

Prepared By :	Verified by :	Approved by :
Date	Date :	Date :

For Office Use	Received by :	Date :	Remark :
	Settled by :	Date :	Remark :