



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:	
Showroom Code:		Showroom Name :	
		Fax :	
		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 :	
Date		Date :	
		Approved by :	
		Date :	

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

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